## *Практичне заняття 2. Підготовка автобіографії іноземною мовою*

**Мета:** навчитись укладати автобіографію (Curriculum vitae) іноземною мовою.

**Матеріали та обладнання:** комп’ютери із доступом до мережі Інтернет, зошит для практичних занять, словники, зразки автобіографій англійською мовою.

**Хід роботи**

**Завдання.** Розглянути зразки таскласти автобіографію використовуючи форму запропоновану Europass, яку рекомендовано використовувати для участі у європейських програмах академічної мобільності.

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| ***Personal information*** |  | | | | | |
| First name(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Surname(s) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Address | House number\_\_\_\_\_, street name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  City\_\_\_\_\_\_\_\_\_\_\_\_\_\_, postcode \_\_\_\_\_\_\_\_\_\_, country \_\_\_\_\_\_\_\_\_ | | | | | |
|  | Mobile number +380\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | Gender \_\_\_\_\_\_, Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_, Nationality \_\_\_\_\_\_\_\_ | | | | | |
| ***Work experience*** | |  | | | | |
| Dates | |  | | | | |
| Occupation or position held | |  | | | | |
| Main activities and responsibilities | |  | | | | |
| Name and address of employer | |  | | | | |
| Type of business or sector | |  | | | | |
|  | |  | | | | |
| Dates | |  | | | | |
| Occupation or position held | |  | | | | |
| Main activities and responsibilities | |  | | | | |
| Name and address of employer | |  | | | | |
| Type of business or sector | |  | | | | |
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| ***Education and Training*** | |  | | | | |
| Dates | |  | | | | |
| Title of qualification awarded | |  | | | | |
| Principal subjects/occupational skills covered | |  | | | | |
| Name and type of organisation providing education and training | |  | | | | |
| Level in national or international classification | |  | | | | |
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| Dates | |  | | | | |
| Title of qualification awarded | |  | | | | |
| Principal subjects/occupational skills covered | |  | | | | |
| Name and type of organisation providing education and training | |  | | | | |
| Level in national or international classification | |  | | | | |
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| ***Personal skills and competences*** | |  | | | | |
| Mother tongue(s) | |  | | | | |
|  | |  | | | | |
| Other language(s) | | Understanding | | Speaking | | Writing |
| Self-assessment  (European level) | | Listening | Reading | Spoken interaction | Spoken production |  |
| English | |  |  |  |  |  |
| German | |  |  |  |  |  |
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| Social skills and competence***s*** | |  | | | | |
| Organisational skills and competences | |  | | | | |
| Technical skills and competences | |  | | | | |
| Computer skills and competences | |  | | | | |
| Driving licence | |  | | | | |
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| ***Additional information*** | |  | | | | |
| Publications | |  | | | | |
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| Projects | |  | | | | |
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| Conferences | |  | | | | |
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| Seminars | |  | | | | |
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| Honours and awards | |  | | | | |
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| Memberships | |  | | | | |
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| Citations | |  | | | | |
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Висновки

**Контрольні питання**

1. Яка інформація має бути представлена в автобіографії?

2. За якими критеріями проводиться самооцінка рівня знань іноземної мови?

3. За якими критеріями проводиться самооцінка комп’ютерної грамотності?

4. Яким є порядок подачі інформації у автобіографії?