

Самостійна робота 2 для ОП «МЕ» та для ОП «ЕУРЗ». 4 години  
Тема 2. Професійне спілкування англійською мовою в письмовій формі

**Завдання 1.** Прочитайте та перекладіть українською мовою наступні шаблони ділового листа

А.

This spring I requested a yard waste recycling can, which I promptly paid for upon delivery. It was my understanding that the waste would be picked up each Monday and taken to the city recycling site, but I have observed that my yard waste is being dumped into the regular household garbage truck and hauled to the landfill. I object to this breach of trust. Please see that the yard waste is indeed recycled, or refund my money.

Б.

I would like to register a complaint regarding the ridiculous traffic enforcement practices adopted the last three Thursday evenings at the intersection of Main and Elm streets in Springfield. On Thursdays Doe's Tavern holds an informal "Cruise In" and sells tacos at half price with the profits donated to a variety of charities. The participants, owners and admirers of customized cars and motorcycles, enjoy the weekly event because of the opportunity to show off and admire the vehicles in a friendly atmosphere. On the last three Thursdays, however, Springfield's finest have blocked Elm Street at Main to all traffic from the south. This is done, the officers say, to prevent backups at this intersection. The roadblock necessitates a long detour around the north side of Springfield, and the backup created by the roadblock stretched much further than it ever did before this enforcement began. The resentment and tension among the Cruise In's participants is an unhealthy by product of this silly policy. The weekly event has existed for over four years with a minimum of problems; there have been more confrontations between motorists and police as a result of this enforcement than in the last four years combined. I would very much like to see an official review of this enforcement practice. Look specifically at the efficiency of the roadblock. If the police wish to shut down Doe's Cruise In, let them attempt to do so through viable, straightforward means.

В.

Tax reform is once again high on the nation's agenda. May I briefly voice my strong support for far reaching, comprehensive reform? Specifically, I support simplification of the tax code by (1) eliminating inequitable loopholes, (2) establishing a flat-rate income tax, and (3) ending excessive withholding practices.

I hardly need to cite the advantages of reform. To the vast majority of our citizens, these are so obvious that not a single advocate (on either the right or the left) can be found for preserving the status quo. Never has the will of the nation's electorate been so unanimous on an issue of such importance. Isn't it time to seize the moment?

A deciding factor for me during your last campaign was your commitment to tax reform. Please do not slacken in your reform efforts. Continue to vigorously pursue the

reform you promised. I look forward to a future in which the calculating and paying of taxes is efficient, straightforward, and, above all, fair.

Г.

I am pleased to see you are living up to your campaign promises on the issue of traffic improvements. There are far too many individual traffic situations needing attention to enumerate them all, but I would like to draw your attention to a particular intersection. The corner of Main and Center streets in Springfield is fraught with danger for the dozens of grade school children who cross these streets every day. Without a traffic light and crosswalk there, it is only a matter of time until tragedy strikes. Please pay special attention to this situation before the new school year starts. Your constituents will thank you; their children will thank you.

**Завдання 2.** За шаблоном складіть лист скаргу до місцевого муніципалітету про відсутність прибирання сміття біля вашого будинку (для ОП «ЕУРЗ») або лист пропозицію до Уряду щодо надання пільгових умов для вашого підприємства, яке бажає вийти на міжнародні ринки (для ОП «МЕ»).

**Завдання 3.** Перекладіть мотиваційні листи

А.

[Name of the Recruiter] [Recruitment agency] [Address]

RE: [Investor Services Representative] position

Dear [Name of the Recruiter], I have received your contact details from my colleague [Name Surname of the colleague] who told me that you can assist me in find prospective career opportunity suitable for my professional profile. I firmly believe that your phone is ringing all day long, due to number of clients you serve, and therefore I am grateful you have took some of your valuable time to consider my resume. As you may see in the enclosed resume that I have quite impressive work experience in Investor relation, as I have worked in most prominent brokerages and consultancies. However I feel that this experience has equipped me with this skills and knowledge to move my career forward, and therefore I would like to work as an Investor Services Representative.

Some of the respected corporations I have worked for are [quote / list the companies]. There I have gained valuable contracts with the most important clients/stakeholders in the West Coast like: [quote/list clients.] I believe that this well-established network of contact you find useful for my future employment.

Б.

Dear Ms. Kim,

With this letter, application and attached Resume I wish to apply for the position of postman at the UK Royal Mail. As I emphasized in my Resume, my education, languages spoken and my mail handling skills strongly recommend me for this position. I am eager to give all my contribution and work effort to serve your Organization in a most efficient manner.

Regarding to the post's requirements stated in the advertisement, I would like to stress all of my skills and characteristics related to the position of postman:

- I possess fully professional experience in sorting all range of mails, from wedding invitations to wide range of registered post packages and letters. I am also fully equipped with several computer programs for mail administration;

- Ability to deliver packages, telegrams and letters on time and at the precise address, in the deadline set using public transport, bicycle or by walk.

If you have any further questions regarding my application, please feel free to contact me via e-mail or the telephone. I am looking forward from hearing from you and for your call to discuss my application in great detail.

Thank you very much in advanced for considering me.

Kind Regards,

Amanda Clark

B.

Subject: Application for the position of piano teacher

Dear Ms. Swank,

This application for the position of piano teacher is to know if there is any opening for the position of piano teacher at your music school. I am fascinated to offer my exceptional training skills and knowledge for the students of your school, as your school posses a valuable reputation in this branch, especially your piano department.

I graduated at New Your Music School one year ago, at specialized programme in music theory and piano teaching with specialized focus on advanced level piano lessons for student from different age categories. Also, after graduation I worked with Grand and Vertical pianos, giving lessons, but concerts as well. Having music education since childhood, I have vast knowledge in music principles, history, melody, tempo and beat. I am available to work every day at a week, but weekends as well.

I would be very grateful if you consider me for this position. Also, I would be honored if I get opportunity to teach at your school, as the strongest music school in Indiana with modern teaching and educational techniques. In the Attachment I am sending you my Resume for your closer consideration. If you have any further questions regarding my application, please feel free to contact me via mail or telephone.

Thank you very much for your time and consideration,

Kind Regards,

Alexandra Stevenson

**Завдання 4.** Складіть власний мотиваційний лист щодо перебування на посаді асистента професора з економіки довкілля (для ОП «ЕУРЗ») або асистента з міжнародної економіки (для ОП «МЕ»).

### **Виберіть правильну відповідь**

1. By sending a ... you can make a good impression on the hiring manager.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

2. In your ..., you should include the type of job you are seeking, and how your skills and experience make you an excellent candidate

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

3. Keep your message brief and to the point. Attention spans are short where email is involved. A few paragraphs should suffice.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) motivation letter

4. Companies may also have anxiety about the contents of the ..., fearing everything from a lawsuit to recipients' incorrectly reading a promise of a potential opportunity in the future.

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) rejection letter

5. However, some companies do notify candidates who haven't been chosen with a ... letter

- a) letter of offer
- b) letter of interest
- c) letter of complaint
- d) rejection letter

### **Питання для поглибленого вивчення теми**

1. Letter of offer.
2. Inquiry letter.
3. Complaint letter.
4. Resume and CV.
5. Application letter.