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**АНГЛІЙСЬКА МОВА  
ДЛЯ ПЕРЕКЛАДАЧІВ І ФІЛОЛОГІВ  
II КУРС**

За загальною редакцією доктора філологічних  
наук, професора В. І. Карабана

Рекомендовано Міністерством освіти і науки України  
як підручник для студентів вищих навчальних закладів

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Підручник націлений на формування навичок усного та писемного мовлення у майбутніх лінгвістів та перекладачів, а також на розвиток навичок усного та письмового перекладу. Автори пропонують принципово нову структуру уроку, ускладнену та розширену відповідно до вимог другого курсу. Кожен урок містить передтекстові вправи, оригінальні тексти, словник активної лексики та низку лексичних, лексико-граматичних та комунікативних вправ. До підручника додається аудіозапис текстів, діалогів уроків та певних фонетичних вправ, здійснених носіями англійської мови.

Підручник розрахований на студентів 2 курсу (англійська мова як основна) та 3–4 курсів (англійська мова як друга) фахових факультетів вищих навчальних закладів.

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# Contents

<b>Передмова</b> .....	10
<b>Lesson 1: Careers and Professions</b> .....	13
<i>Functional expressions:</i> Expressing hopes, stating preferences, expressing obligation	
<b>Grammar:</b> Perfect, Continuous and Perfect Continuous tenses	
<b>Writing:</b> Cover Letter, Curriculum Vitae (Résumé)	
<b>Developing Translation Skills:</b> Transposition/permutation, compression and decompression in translation	
<i>Introduction</i> .....	13
<i>Section A</i> .....	16
<i>Reading 16</i> .....	16
<b>Text 1: Choosing And Developing A Career</b> (by A. Haponiev)....	17
<i>Vocabulary Notes</i> .....	19
Vocabulary Practice .....	24
<i>Test your knowledge of English!</i> .....	30
<i>Section B</i> .....	30
<i>Reading</i> .....	30
<i>Comments</i> .....	31
<b>Text 2: Careers In The 21<sup>st</sup> Century</b> (from “The Dilbert Future” by S. Adams).....	31
<i>Vocabulary Notes</i> .....	33
Vocabulary Practice .....	38
<i>Test your knowledge of English!</i> .....	45
<i>Section C</i> .....	45
<i>Listening And Speaking. Vocabulary Practice</i> .....	45
<i>Comments</i> .....	46
<b>Dialogue 1: Looking for a job</b> (by A. Haponiev) .....	47
<b>Dialogue 2: Writing a CV</b> (by A. Haponiev) .....	47
<b>Dialogue 3: The job interview</b> (by A. Haponiev) .....	48
<i>Test your knowledge of English!</i> .....	52
<i>Grammar</i> .....	53
<i>Writing</i> .....	58
<i>Linguists’ Headaches</i> .....	62

<i>Developing Translation Skills</i> .....	64
(I) <i>Translation transformation of transposition/permutation</i> .....	64
(II) <i>Compression and decompression in translation</i> .....	66
<i>Developing interpreting skills</i> .....	68
<i>Translators' Nightmares</i> .....	68
<b>Lesson 2: Health Care</b> .....	72
<b>Functional expressions:</b> Opening, continuing and closing a conversation	
<b>Grammar:</b> Conditional Mood, Real Conditional, Unreal Conditional Present	
<b>Writing:</b> Essays, Presentations	
<b>Developing Translation Skills:</b> Antonymic translation, Addition	
<i>Introduction</i> .....	72
<i>Section A</i> .....	76
<i>Reading</i> .....	77
<i>Comments</i> .....	77
<b>Text 1: Health Care in the UK</b> (by A. Haponiev) .....	78
<i>Vocabulary Notes</i> .....	81
<i>Vocabulary Practice</i> .....	86
<i>Test your knowledge of English!</i> .....	90
<i>Section B</i> .....	90
<i>Reading</i> .....	90
<b>Text 2: Smoking and Health</b>	
(from "The Runaway Jury" by John Grisham) .....	91
<i>Vocabulary Notes</i> .....	93
<i>Vocabulary Practice</i> .....	96
<i>Test your knowledge of English!</i> .....	100
<i>Section C</i> .....	100
<i>Listening And Speaking. Vocabulary Practice</i> .....	100
<i>Comments</i> .....	100
<b>Dialogue 1: Illness in the office</b> (by A. Haponiev).....	101
<b>Dialogue 2: At the British chemist's shop</b> (by A. Haponiev) .....	102
<b>Dialogue 3: At the surgery</b> (by A. Haponiev).....	103
<i>Test your knowledge of English!</i> .....	107
<i>Grammar</i> .....	108
<i>Writing</i> .....	113

<i>Linguists' Headaches</i> .....	114
<i>Developing Translation Skills</i> .....	116
(I) <i>Antonymic translation (AT)</i> .....	116
(II) <i>Translation transformation of addition</i> .....	117
<i>Developing interpreting skills</i> .....	118
<i>Translators' Nightmares</i> .....	122
<b>Lesson 3: America and Americans</b> .....	124
<b>Functional expressions:</b> Asking for (a) Factual Information	
(b) Repetition/Clarification	
(c) Permission	
<b>Grammar:</b> Conditional Mood, Unreal Conditional Past	
<b>Writing:</b> Advertisements	
<b>Developing Translation Skills:</b> Political correctness, culture-specific concepts, differentiation	
<i>Introduction</i> .....	124
<i>Section A</i> .....	128
<i>Reading</i> .....	128
<i>Comments</i> .....	129
<b>Text 1: The Way Americans Communicate</b> (by A. Haponiev) .....	129
<i>Vocabulary Notes</i> .....	132
Vocabulary Practice .....	134
<i>Test your knowledge of English!</i> .....	140
<i>Section B</i> .....	140
<i>Reading</i> .....	140
<i>Comments</i> .....	141
<b>Text 2: American Racism</b>	
(from "Stupid White Men" by Michael Moore) .....	142
<i>Vocabulary Notes</i> .....	144
Vocabulary Practice .....	148
<i>Test your knowledge of English!</i> .....	151
<i>Section C</i> .....	151
<i>Listening And Speaking. Vocabulary Practice</i> .....	151
<i>Comments</i> .....	151
<b>Dialogue 1: The Grand Canyon</b> (by A. Haponiev) .....	152
<b>Dialogue 2: The American Dream</b> (by A. Haponiev) .....	153
<b>Dialogue 3: Breakfast in America</b> (by A. Haponiev) .....	153

<i>Vocabulary Notes</i> .....	153
<i>Test your knowledge of English!</i> .....	160
<i>Grammar</i> .....	160
<i>Writing</i> .....	164
<i>Linguists' Headaches</i> .....	165
<i>Developing Translation Skills</i> .....	166
(I) <i>Political correctness</i> .....	166
(II) <i>Culture-specific concept</i> .....	168
(III) <i>Translation transformation of differentiation</i> .....	169
<i>Developing interpreting skills</i> .....	172
<i>Translators' Nightmares</i> .....	173

**Lesson 4: Britain and the British. London** .....176

**Functional expressions:** Evaluating, comparing, exemplifying

**Grammar:** Non-factual Past Simple

**Writing:** Personal letters, Instructions

**Developing Translation Skills:** Generalisation, choosing the best lexical equivalent, the use of the verb “to seem”

<i>Introduction</i> .....	176
<i>Section A</i> .....	179
<i>Reading</i> .....	179
<i>Comments</i> .....	179
<b>Text 1: The British Character</b> (by A. Haponiev) .....	179
<i>Vocabulary Notes</i> .....	182
<i>Vocabulary Practice</i> .....	185
<i>Test your knowledge of English!</i> .....	189
<i>Section B</i> .....	189
<i>Reading</i> .....	189
<i>Comments</i> .....	190
<b>Text 2: London</b>	
<i>(from “Notes from a Small Island ” by Bill Bryson)</i> .....	191
<i>Vocabulary Notes</i> .....	193
<i>Vocabulary Practice</i> .....	195
<i>Test your knowledge of English!</i> .....	199
<i>Section C</i> .....	199
<i>Listening And Speaking. Vocabulary Practice</i> .....	199

<i>Comments</i> .....	199
<b>Dialogue 1: Terminal Four at Heathrow Airport</b>	
<i>(by A. Haponiev)</i> .....	200
<b>Dialogue 2: In the Highlands of Scotland</b> <i>(by A. Haponiev)</i> .....	201
<b>Dialogue 3: At Tintagel Castle</b> <i>(by A. Haponiev)</i> .....	201
<i>Test your knowledge of English!</i> .....	206
<i>Grammar</i> .....	206
<i>Test your knowledge of English!</i> .....	211
<i>Writing</i> .....	211
<i>Linguists' Headaches</i> .....	212
<i>Developing Translation Skills</i> .....	214
<i>(I) Translation transformation of generalisation</i> .....	214
<i>(II) Choosing the best lexical equivalents</i> .....	215
<i>(III) The use of the verb "to seem" in translation from Ukrainian</i> ....	216
<i>Developing interpreting skills</i> .....	217
<i>Translators' Nightmares</i> .....	218
<b>Lesson 5: Ukraine and the Ukrainians</b> .....	219
<b>Functional expressions:</b> Asking for, and giving advice	
<b>Grammar:</b> Modal Verbs	
<b>Writing:</b> An Article, Formal Letters	
<b>Developing Translation Skills:</b> Omission	
<i>Introduction</i> .....	219
<i>Section A</i> .....	221
<i>Reading</i> .....	221
<i>Comments</i> .....	222
<b>Text 1: The Breadbasket of Europe</b> <i>(by A. Haponiev)</i> .....	222
<i>Vocabulary Notes</i> .....	225
<i>Vocabulary Practice</i> .....	229
<i>Test your knowledge of English!</i> .....	235
<i>Section B</i> .....	235
<i>Reading</i> .....	235
<b>Text 2: For One's Soul</b>	
<i>(from "Ukrainian Observer" by Volodymyr Senchenko)</i> .....	236
<i>Vocabulary Notes</i> .....	239
<i>Vocabulary Practice</i> .....	244
<i>Test your knowledge of English!</i> .....	251

<i>Section C</i> .....	251
<i>Listening And Speaking. Vocabulary Practice</i> .....	251
<i>Comments</i> .....	251
<b>Dialogue 1: What’s your home town like?</b> (by A. Haponiev) .....	252
<b>Dialogue 2: Home towns in the West</b> (by A. Haponiev) .....	253
<i>Test your knowledge of English!</i> .....	256
<i>Grammar</i> .....	257
<i>Writing</i> .....	261
<i>Linguists’ Headaches</i> .....	262
<i>Developing Translation Skills</i> .....	263
<i>Translation transformation of omission</i> .....	263
<i>Developing interpreting skills</i> .....	264
<i>Translators’ Nightmares</i> .....	265
<b>Lesson 6: The Performing Arts</b> .....	268
<b>Functional expressions:</b> Constructive criticism and destructive criticism	
<b>Grammar:</b> Non- finite forms of the verb	
<b>Writing:</b> Critical Review	
<b>Developing Translation Skills:</b> Substitution	
<i>Introduction</i> .....	268
<i>Section A</i> .....	271
<i>Reading</i> .....	271
<i>Comments</i> .....	271
<b>Text 1: The Performing Arts</b> (by A. Haponiev) .....	272
<i>Vocabulary Notes</i> .....	274
<i>Vocabulary Practice</i> .....	279
<i>Test your knowledge of English!</i> .....	287
<i>Section B</i> .....	288
<i>Reading</i> .....	288
<b>Text 2: Sarah Bernhardt’s Three Tours of Kyiv’s Theatres</b> (from “Ukrainian Observer” by Pylyp Selihey) .....	289
<i>Vocabulary Notes</i> .....	291
<i>Vocabulary Practice</i> .....	296
<i>Test your knowledge of English!</i> .....	300
<i>Section C</i> .....	300
<i>Listening And Speaking. Vocabulary Practice</i> .....	300



<i>Comments</i> .....	300
<b>Dialogue 1: Hollywood legends</b> (by A. Haponiev) .....	301
<b>Dialogue 2: Listening to music</b> (by A. Haponiev) .....	301
<b>Dialogue 3: Swan Lake</b> (by A. Haponiev) .....	302
<i>Test your knowledge of English!</i> .....	304
<i>Test your knowledge of English!</i> .....	304
<i>Grammar</i> .....	305
<i>Writing</i> .....	313
<i>Linguists' Headaches</i> .....	314
<i>Developing Translation Skills</i> .....	315
<i>Transformation of substitution (replacement)</i> .....	315
<i>Developing interpreting skills</i> .....	317
<i>Translators' Nightmares</i> .....	318
<b>Transcripts to Functional Dialogues</b> .....	320
<b>Keys to: Test your English!</b> .....	323
<b>Keys to Exercises</b> .....	327
<b>Список літератури</b> .....	336

## Передмова

“Англійська мова для перекладачів та філологів. II курс” є продовженням першої вітчизняної серії базових підручників для перекладацьких та філологічних факультетів університетів та інститутів іноземних мов. Підручник розрахований на студентів другого курсу (англійська мова основна) та третього-четвертого курсів (англійська мова друга) фахових факультетів вищих навчальних закладів України та містить інформацію лінгвістичного, країнознавчого та перекладацького характеру, висвітлюючи життя в Україні, Великій Британії та Сполучених Штатах Америки.

Підручник був розроблений та апробований на кафедрі теорії та практики перекладу з англійської мови Інституту філології Київського національного університету імені Тараса Шевченка та відповідає програмі з англійської мови для університетів та інститутів, розробленій за підтримки Британської Ради авторським колективом під керівництвом доктора педагогічних наук, проф. С. Ю. Ніколаєвої та кандидата педагогічних наук М. І. Солов'я, а також програмі з англійської мови для студентів перекладацького відділення Інституту філології КНУ імені Тараса Шевченка. Загальну редакцію підручника здійснив доктор філологічних наук, професор Карабан В. І.

Підручник націлений на формування навичок усного та писемного мовлення у майбутніх лінгвістів та перекладачів, а також на розвиток навичок усного та письмового перекладу з англійської мови на українську та з української мови на англійську як фахового уміння. До підручника додається аудіозапис текстів, діалогів уроків та певних фонетичних вправ, здійснений носіями англійської мови.

“Англійська мова для перекладачів та філологів. II курс” включає 6 уроків, транскрипти діалогів, що містять функціональні фрази, ключі до вправ підвищеного рівня складності, ключі до завдань на лінгвістичну ерудицію. Кожний урок складається з передтекстових вправ, що стимулюють зацікавленість студентів темою уроку, двох розділів (А та В), націлених на розвиток навичок читання та аналізу текстів з закріпленням відповідної лексики, та розділу С, який ставить на меті розвиток навичок аудіювання та усного мовлення в рамках відповідної теми. До структури уроку також входять розділ з граматичних вправ, роз-

діл, націлений на формування навичок письма, та розділи, присвячені лінгвістичним та перекладацьким труднощам і шляхам їх подолання. Підручник продовжує формування в студентів навичок письмового та усного перекладу як фахового уміння шляхом ознайомлення студентів з різними видами перекладацьких трансформацій, які відпрацьовуються за допомогою низки вправ у відповідних розділах кожного уроку.

Всі тексти розділів А та діалоги розділів С, а також діалоги з функціональними фразами та теоретичний матеріал для розвитку навичок письма написані спеціально для цього підручника носієм англійської мови, випускником Манчестерського університету (Велика Британія) Алексом Гапонівим, який також здійснив редакцію англійського тексту підручника. Тести розділів В є уривками з сучасних художніх творів відомих англійських та американських авторів Біла Брайсона, Скота Адамса, Майкла Мора, Джона Грішема та кращих зразків англійської публіцистики. Уроки підручника присвячені таким темам, як: “Професії та кар’єра”, “Британія та британці” (доц. М. О. Возна), “Охорона здоров’я”, “Америка та американці” (доц. О. Ю. Васильченко), “Україна й українці”, “Сценічне мистецтво” (доц. Н. С. Хоменко). Загальне методичне керівництво написанням розділів з розвитку навичок перекладу здійснила доц. О. Ю. Васильченко. Авторський колектив висловлює подяку доцентам кафедри англійської філології КНУ імені Тараса Шевченка доц. О. М. Бортничук та доц. Л. П. Пастушенко за методичну допомогу в розробці структури уроків.

Підручник для II курсу серії “Англійська мова для перекладачів та філологів” продовжує навчання різним типам комунікативних стратегій, започатковане в підручнику для I курсу, закріплює правильну вимову за допомогою низки фонетичних вправ та розвиває лінгвістичну та загальну ерудицію студентів.

Грамматичний матеріал, передбачений програмою другого курсу, включає поглиблене вивчення перфектних та тривалих часів, умовного способу, модальних дієслів та неозначених форм дієслова і подається у функціональному аспекті. Лексичні, граматичні та лексико-граматичні вправи націлені на формування у студентів рецепційних та репродуктивних здібностей, тобто здатності застосовувати граматичні та лексичні елементи для сприйняття та відтворення мовних ситуацій, та враховують психологічні здібності та інтереси аудиторії. Автори підручника наголошують, що мовний матеріал підручника відбиває сучасний стан англійської мови в різних функ-

ціональних стилях з акцентом на відмінностях між її британським та американським варіантами.

Розділи з розвитку навичок письма знайомлять студентів з такими видами текстів: есе, лист до організації, приватний лист, стаття, огляд, тези до презентації, рекламне оголошення та ін.

Розділи з розвитку навичок перекладу знайомлять студентів з такими перекладацькими явищами, як: компресія та декомпресія тексту, політична коректність в перекладі, реалія. Відповідно до програми другого курсу перекладацькі трансформації, розглянуті в цьому підручнику, включають транспозицію, генералізацію та диференціацію, додавання та вилучення елементів речення, заміну та антонімічний переклад. Автори підручника розглянули найпоширеніші перекладацькі трансформації, користуючись традиційною для перекладознавства термінологією.

*Автори*

# Lesson 1

## Careers and Professions



**Functional expressions:** Expressing hopes, stating preferences, expressing obligation.

**Grammar:** Perfect, Continuous and Perfect Continuous tenses

**Writing:** Cover Letter, Curriculum Vitae (Résumé)

**Developing Translation Skills:** Transposition/permutation, compression and decompression in translation

### Introduction

#### Practice your pronunciation!



Before you start this unit, warm up with this verbal exercise!

There was a cut in the picture of the urn.  
The sun hung in the unusually cloudless sky.  
We had fun in the surf.  
Put some butter in the batter – oh look,  
there's a butterfly!  
Run quickly, until you're clear of the ugly  
mug hunting you.  
Lumps of cut meat were put in the oven.

#### 1. Discuss the following points:

1. When you have entered a university in Ukraine do you believe you have chosen your career? Compare the situation in this country with the situation in the UK or the USA in terms of when decisions are made as to the choice of career, before higher education or after.

2. When choosing a career, what are our expectations and objectives?
3. What jobs do you believe to be boring and what jobs are interesting?
4. How important is a career for men and women? Do you see any differences? What is the history of the attitudes to women's employment?
5. What are the current trends in the labour market that you are aware of?

2. Discuss the following quotations giving examples of what is meant and your opinions:

- a) "All paid jobs absorb and degrade the mind" (Aristotle).
- b) "I love deadlines. I love the whooshing sound they make as they fly by" (Douglas Adams).
- c) "He that would perfect his work must first sharpen his tools" (Confucius).
- d) "Work is the curse of the drinking classes" (Oscar Wilde reworking the old saying "Drink is the curse of the working classes").
- e) "Everybody wants to save the earth; nobody wants to help Mom do the dishes" (P. J. Rourke).
- f) "Vocations which we wanted to pursue, but didn't, bleed, like colours, on the whole of our existence" (Honore de Balzac).

3. Without looking in your textbooks, listen to the recorded dialogue "Job Interview", to get its main message.



(the script is given at the end of the textbook)

4. Listen to the dialogue again and identify the functions used in it. Write them down and compare information with your neighbour. Answer the following questions:

- a) Was the dialogue you heard a beginning or an end to the conversation?
- b) Who were the two participants in it?
- c) Was there any argument in it? How did it develop?
- d) What do you think is the outcome of the conversation?
- e) Were there any facts mentioned in the dialogues?
- f) Were there any words used that you would classify as business English?

5. Working with your textbook, find among the expressions given below those that were used in the dialogues and other expressions of the same

function specifying the speech register for each expression. Try to memorise as many of them as possible.

### Expressing hopes

### Stating preferences

### Expressing obligation

I hope that...

I would prefer to...

We must...

I would expect to...

I'd rather...

I really need to...

I always wanted to...

I think it would be better if...

You certainly ought to...

I had always expected that...

I'd love to have that one...

I think we'll have to...

After that date, I'd like to...

That's clearly the optimal...

We should...

If this would only happen, then I'd want to...

That suits you, but...

I want to return the favour...

I'd like to...

I think the second one's worse...

It's essential that...

It would be wonderful if...

I'd much rather...

It's mandatory that...

It'd be brilliant if...

That's the one for me.

You'd better...

You're going to have to...

6. Fill in the gaps of the dialogue below with statements based upon the functional expressions you have learnt.

Candidate: ... you have received my letter of application.

Secretary: ... so, but I can't find it anywhere. Wait a second. Here we go. This one must be yours.

C.: ... it was looked through and short-listed.

S.: ... , but I'm afraid the boss didn't have enough time to work with applications. And she's in a meeting at the moment. ... wait, it'll soon be over.

C.: ... wait, as I ... have some sort of an answer today, as I ... go out of the city for a week.

S.: You may look though those brochures about our company there on the table while waiting.

C.: Thank you. ... learn more about your company.

7. Make up your own dialogues of job interviews using functional expressions that you've learnt.

8. Translate the dialogue into English using functional expressions from above and the following words: *стипендія – grant, підробіток – additional income*.

Оксана: Аж не віриться, що ми вже студенти другого курсу. Стипендію затримують і грошей катастрофічно не вистачає.

Катя: Твоя правда. Я завжди хотіла знайти підробіток.

О.: Я теж. Тоді нам треба негайно починати пошуки. Купити газети з оголошеннями прямо зараз.

К: Минулого разу платила ти. Тепер я хочу зробити тобі послугу. Чекай, а ось і кіоск. Ми хотіли б газети з оголошеннями про роботу.

Кіоскерка: Вибирайте, дівчата.

Катя: Думаю, оця товста газета – найкращий вибір.

О.: А оцю тоненьку я візьму для себе.

Кіоскерка: З вас три гривні.

К.: Дякуємо.

## Section A

### Reading

1. Look at the title of the text and say what you think the text is about.
2. Think of ten to fifteen thematic words which you are likely to find in following text on ‘Choosing and developing a career’ and write them down, checking whether the words you predict actually appear.
3. Learn the pronunciation of the following words:  
remuneration, convergent, divergent, scheme, mobile, compete, competitiveness, employer, employee, physicist, surgeon, sociologist, anthropologist, inherent, concomitant, hierarchical, consequences, quit, orient, advertise, advertisement, opportunistic, careerist, McLuhan, detailed
4. Read the text “Choosing and Developing a Career” and underline the sentences that summarize the main idea of each paragraph.



## **Text 1: Choosing and Developing a Career**

A job is an essential part of life for all but the lucky few who have an income independent of their daily activity. Although it is possible to say that the better the job, the better the money and the associated **remuneration**, at the same time many people choose jobs that give them satisfaction and a sense of achievement, even though the money's poorer.

Is it better to have a large salary, company car, mobile phone and valuable **pension scheme**? Or is it better to have the comfort of knowing that you are helping your fellow members of society while being relatively worse-off financially?

Another aspect is the difference between a **job** and a **career**. The first implies an **occupation**, while the second implies progress and development. Ambition is usually an essential part of having a career, as the achievement you may desire doesn't just happen – it has to be worked for. Many people in a career, especially in very large organisations, may devote as much or more of their time and energy furthering their career as doing their job. There the inherent competitiveness **comes to the fore**, where **beating your fellow worker to a promotion** can give more pleasure than the successful completion of a project.

Jobs themselves obviously vary tremendously. They may be ability-based, knowledge-based or just something that someone else refuses to do. An ability-based job requires a certain aptitude or talent, such as a music teacher, who has to have a suitable level of talent in relation to music. They also have to be able to teach, a gift often **lost to** many teachers. A knowledge-based job usually requires long preparatory education in order to be, for example, a radio-physicist or a surgeon. The acceptance of a job can also vary in that many people could not imagine cleaning toilets, while many others not imagine cutting open a human body, as a surgeon has to.

Education during the twentieth century has had to alter to reflect changes in society, especially where jobs are concerned. Most Western economies are becoming more and more reliant on service industries than on manufacturing and agriculture. While the latter require “**specialists**” in terms of knowledge, service industries may need more “generalists” who tackle complex interrelated issues. Here education has to concentrate more on **divergent** thinking than on **convergent** thinking.

For example, the most successful stockbrokers today spend as much time reading the news as calculating **return-on-investment** (mostly done



by computers anyway). Moods and trends are the drivers for their work and if they orient their business decisions in the right way they become rich. If not, others beat them and they become out-of-work. Western companies market and sell products probably actually made for them in the East. The processes of selling and **marketing** rely more on creativity and originality than on technical knowledge.

Very few people in a mobile telephone company, for example, can give any sort of detailed explanation of how the thing itself works, since they concentrate on its commercial aspects. As the Canadian philosopher Marshall McLuhan said in the 1960s, “Invention is the mother of necessity” (to contradict the ancient belief that “necessity is the mother of invention”).

Personal abilities such as the ability to communicate successfully, write clearly, analyze often apparently unrelated factors and give a fresh approach to an old problem are often the most highly-prized facet of an employee. The “specialists” who refine the technology for a new or different technical product or those that translate its operating instructions into a different language, for example, will always be needed. But more and more “generalists” will be needed to sell and market such products. The nineteenth-century rules of **demarcation** of labour are fading away as computerization takes over more and more of the mechanical tasks within a job (such as calculating a price, matching an item to a requirement or finding a piece of legislation), leaving tomorrow’s employees needing to be original and creative.

5. Answer the following questions after the first reading of the text:
  1. What does a job mean for most people in practical terms?
  2. What are the ability based and the knowledge-based jobs?
  3. What positive and negative meanings may the phrase “to make a career” have?
  4. What is the role of education in making your career?
  5. What does a divergent thinking mean? Why is it so important in today’s careers?

6. What facets are expected of an employee nowadays? Explain why.
7. What is the meaning behind the McLuhan quote? Give your own examples of inventions that are sold as being the “necessities” of life. (Note that in *The Republic* Plato wrote that “Necessity is the Mother of Invention”)
8. What is fact and what is the author’s opinion in the text?

6. Go through the text again and give the Ukrainian equivalents for the highlighted words. Then study the following vocabulary notes:

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### ! *Vocabulary notes*

**1. Occupation, n.** This word has two key meanings: that what a person does as employment for money and secondly, that what they do for relaxation or fulfillment. The first meaning can use “occupation” as a very general word to denote a person’s job, means of earning a living, or profession. The noun “**profession**” is not really a synonym as it implies a way of earning a living after longer and more profound education than may be perhaps needed for just any occupation. e.g. He was an electronic engineer by profession, but his main occupation nowadays was repairing TV sets and other appliances. “**Trade**” is another noun relating to job, employment, occupation and profession, when it means “skilled craft practiced professionally”, e.g. “He was a thatcher by trade”. A “**vocation**” is literally a “calling” – the abstract desire to join a profession for a deep-down need to contribute to some part of society and can be translated as “покликання”.

Thus, the common meanings of the described words are:

**Occupation, n:**

1) a person’s means of earning a living – рід занять, фах, професія, праця, робота, e.g. Thomas took his occupation and his religion very seriously (SOED – Shorter Oxford English Dictionary);

2) pastime – заняття, захоплення, e.g. I find there is no occupation that stimulates thought more than digging (SOED);

3) taking or holding a country by force – окупація, e.g. occupation army, occupation force. e.g. The occupation army fortified their headquarters in the capital of the country that had just been invaded.

**Profession, n:**

1) vocation or calling, especially learned or scientific – професія, фах, рід занять, e.g. medical profession;

2) a generic name for people in the same job – особи якоїсь професії, e.g. the legal profession – юристи, the learned professions – богослов'я, право та медицина, the oldest profession – проституція.

### **Trade, n:**

1) A skilled handicraft practiced professionally, especially one requiring an apprenticeship – заняття, ремесло, e.g. The machinist took seven years to learn his trade.

*Phrases:* a shoemaker by trade – професія шевця, a stonemason by trade – каменяр за фахом, to apprentice somebody to a trade – вчити когось ремесла, the Trade – представники певної професії або ремесла.

It is important not to confuse the words *tradesman* (someone who practises a trade – ремісник) with *trader* (someone who deals commercially in products or services – трейдер). e.g. His trade was that of a merchant, specializing in the barter of wool for spices.

2) the buying, selling or exchange of goods and services for profit – торгівля, e.g. home trade – внутрішня торгівля, foreign trade – зовнішня торгівля, fair trade – торгівля на основі взаємної вигоди, retail trade – роздрібна торгівля, trade in arms – торгівля зброєю.

### *Phrasal verbs:*

**To trade on.** To take advantage of someone's credulity or reputation – мати вигоду, використовувати в особистих інтересах, e.g. He traded on his family connections to rise to a senior position. *Or* She traded on his ignorance of antiques to buy the painting very cheaply.

**To trade in.** To part-exchange a used item for a new or better replacement, paying only the difference in price between the two items – віддавати стару річ в рахунок придбання нової або обміняти з доплатою. e.g. 85 % of new cars bought in the UK have a trade-in.

**To trade off.** To exchange something as the result of bartering, a negotiation or a course of action – поступатися чимось в обмін на щось, розплачуватись чимось за щось, збувати, обмінювати. e.g. The Ministry of Finance of any modern State often has to trade-off reduced inflation against higher unemployment. *Or* They got a good discount on their holiday booking, but for that, they had to trade-off paying for their meals in advance at the hotel.

**2. Job, n.** “Job” is different to “profession” or “occupation” in that it means a position in, or piece of, paid employment, which has specific descriptions of functions and responsibilities. e.g. The band, all classical musicians by profession got themselves a good job for the summer season playing Rock music on Sunday lunchtimes in the pub.

Other common meanings of “job” as a noun include:

1) piece of work to be done, task, especially a difficult one – праця, робота, e.g. They ran the long job on the computer overnight. A hell of a job – ще та справа!

2) state of affairs – стан речей, e.g. bad job – безнадійна справа.

*Phrases:* just the job – те, що треба, make a job of something – добре впоратися з чимось, to make a bad job – погано впоратися з ділом, on the job – при справі, або займатися сексом, out of a job – безробітний.

*Comb.:* job opening – вакансія, job description – функціональні обов’язки, odd jobs – випадкова робота.

**3. Employment, n.** In addition to the meaning of “person’s trade or profession” also means:

1) the process of employing or the status of being employed – наймання, приймання на роботу, зайнятість, e.g. full employment – повна зайнятість, part – time employment – часткова зайнятість;

2) occupation, business, paid work – праця, робота за наймом, e.g. The market for his profession was so narrow that getting employment was a nightmare.

**4. Career, n.** The principal meaning of the “career” is “professional progress through life” – кар’єра, успіх. e.g. He retired after an outstanding career that had taken him to the very top of his profession.

*Phrase:* to make a career for yourself, to carve out a career for yourself – зробити кар’єру.

*Comb.:* career politician – професія політика, career woman – жінка, яка робить кар’єру, ділова жінка; careers advisor – консультант з професійної орієнтації, career structure – структура організації, яка надає можливість кар’єрного зростання.

**5. Remuneration, n, formal.** A word normally only used in highly formal contexts, meaning “reward, pay for services rendered” and can be translated as “винагорода, оплата, компенсація”. Remuneration is different to “wages” and “salary” in that it is the “package” paid to a more senior employee that may include commission or special bonuses. e.g. The remuneration will be concomitant with the level of experience.

**Wages** traditionally refer to the weekly pay given for a job. It is likely to vary as to the number of hours worked, with bonuses for any overtime.

A **salary** is generally paid monthly to a more senior employee, and is a fixed amount. Most usually, the overtime is not paid – the employee is expected to work as much as necessary to get the job done.

**6. Pension scheme.** Пенсійна програма. Although employers are mandated to pay into a State pension scheme, the ultimate pension from the State is not great. Consequently, many companies have private pension schemes which they pay into, as a benefit for the employee and as an encouragement to loyalty.

**7. Come to the fore.** Виходити на передній план. A common phrase meaning “to come to prominence, to become highly visible, usually as a result of success.”

**8. Beat somebody to a promotion.** Отримати підвищення на службі в обхід комусь.

A common phrase used to mean that someone wins the race to a promotion, most important in hierarchical or “pyramid” organisations.

**9. Lost, participle.** Втрачений, загублений, пропалий. “A gift lost to teachers” may be translated as “дар, якого вчителі не мають”.

*Comb.:* lost happiness – втрачене щастя, lost effort – марне зусилля, to make up for lost time – надолужити змарнований час.

Other meanings of the participle include:

1) dead – загиблий, e.g. to give somebody up for lost – вважати когось загиблим;

2) failing to find a destination – заблудлий, e.g. the lost sheep – заблукана вівця;

3) missed – невикористаний, пропущений, e.g. lost opportunity – упущена можливість.

**10. Specialist, n.** Спеціаліст, фахівець в певній галузі. Note that the Ukrainian word “спеціаліст” has a much wider meaning and is used for a considerably extended range of professions than the English word “specialist”. The best translation for the Ukrainian word “спеціаліст” is the English noun “professional”.

Thus, the main meanings of the noun “specialist” include:

1) an expert in a particular narrow area, studying or working with a defined branch of a subject – спеціаліст в певній (вузькій) галузі. e.g. The owner of the art gallery was a specialist in the work of Renoir.

2) a medical practitioner having advanced training in and dealing exclusively with a narrowly defined field – вузький фахівець (медик). e.g. The General Practitioner referred his patient to the Eye Specialist at the nearby hospital.

**11. Divergent, adj. Convergent, adj.** Конвергентний. Дивергентний. These are adjectives with opposite meanings, i.e. antonyms.

**Convergent** thought is the use of deductive reasoning to narrow down issues to solve a problem and produces a logical result by logical means. **Divergent** thinking is when unusual answers or responses to a problem are reached by widening the issues involved. The latter is sometimes called “lateral thinking”. In recent years, in business especially, divergent thought has become highly prized as it allows for innovation, creativity and originality. This gives commercial companies a “competitive edge”.

**12. Return on investment (ROI).** Повернення капіталу на інвестицію. This is the hard statistic that measures the value of a business and the money it generates in a given period, usually a year, as a percentage of the capital invested in that company prior to that period. Therefore if an investor puts 100,000 into a company and receives 8,000 pure profit then the ROI is 8%. It ignores many other measures of profitability and value normally used in business.

**13. Marketing,** *n.* Маркетинг, продаж, збут. This is a generic name for the wide range of activities that take place to ultimately sell a product and to differentiate it from its competitors. These include design, branding, advertising, merchandising and pricing.

**14. Demarcation,** *n. Lit.* Marking of a boundary or limits – демаркація, розмежування. In the text it is used in the figurative meaning as in classical Marxism and can be translated as “розподіл праці”.

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7. Listen to the recording of the text, read it aloud in class and translate it into Ukrainian.

8. Say whether each statement is true or false:

1. To all people remuneration is the most important component of their jobs. 2. All jobs are knowledge-based. 3. In modern large organisations people in a career often devote as much or more of their time and energy furthering their career as doing their job. 4. The acceptance of a job doesn't mean anything when choosing a profession. 5. Service industries require “specialists” more than “generalists”. 6. Divergent thinking is getting more and more praised nowadays. 7. Marketing relies more on technical knowledge than on creativity. 8. The Marxist rules of demarcation of labour are fading away in the 21<sup>st</sup> century as computerization takes over more and more of the mechanical tasks within a job.

## VOCABULARY PRACTICE

9. Read the following eight statements and say which of them are telling us about the speaker's job, which are about their favourite occupation and which are about an occupation. Which of them are job descriptions and which are occupation descriptions?

A. "When I get home there's nothing better than changing into my old clothes, going outside and weeding the flowerbeds."

B. "I liaise with the marketing department to ensure that the design characteristics we're working on for next year's models are the most likely to give us a competitive edge in the market."

C. "Whenever possible, I close the General Ledger and spent time with my watercolours, preferably in the Old Town, recreating street scenes from the 19<sup>th</sup> Century".

D. "I usually perform after the trapeze artists with my three lions, as the audience is usually in bit of a nervous mood, and my act extends and heightens the thrills from the danger involved".

E. "I admire surgeons because they're so important to our society and its Health Service, but cutting people open is something I just couldn't do".

F. "I suppose we have to have vicars and priests, because a lot of people believe in the faiths they represent, but I personally don't support any organised religion and I suppose to be blunt, I don't really care what they do."

G. "To relax at weekends I always try to go sailing whenever I can, even when it's raining."

H. "After I graduated, I joined the company as a management trainee but liked working in the Production unit so much I've been here ever since, in charge of scheduling".

10. Translate the following sentences into Ukrainian paying especial attention to the meaning and translation of the italicised words.

1. By *profession* he was a shearer of sheep, a seasonal *occupation*.
2. What's your *profession*?
3. What's your *occupation*?
4. They made a *trade* by which he would mow the lawns in exchange for Sunday dinner.
5. The American company didn't want any *trade* with the Japanese supplier, even though it was now the only manufacturer.
6. The *Trade* Gap worsened as the yen increased in value.
7. The Asian countries concluded a series of International *Trade* Agreements.
8. The Christmas *trade* is an especially busy time of year for many businesses.
9. The tourist *trade* provided the lion's share of



the island's income. 10. The *trade* will never agree. 11. She took a part-time *job* as a waitress while finishing her degree. 12. He finally landed the *job* he had hoped for all his life. 13. At the *job* interview, the company was keen to stress its highly developed *career* structure philosophy. 14. The *remuneration* is based on the amount of experience of the person applying. 15. Any scientist, such as a biochemist, only becomes a *specialist* after completing research in a very narrow field. 16. The Senior Consultant at the hospital had become a *specialist* in tropical diseases after working in Malaya for many years. 17. He became a *tradesman*, specialising in the laying of parquet floors, as had five generations of his family before him. 18. After obtaining his degree in International Relations, he decided to become a *trader* in Eurobonds for the Swiss Bank. 19. *Marketing* was just one of the *career* options she was considering after graduation. 20. The Company *Pension Scheme* was an important inducement in persuading her to join the French multinational company. 21. There were many *odd jobs* around the house that he had been promising to do for weeks. 22. *On-the-job* training is essential for many skilled *professions*, such as nursing. 23. The youngster *became apprenticed* to the machine tools trade. 24. Joining *the medical profession* as a surgeon had been her ambition since childhood. 25. *The learned professions* are those where you continue to study after graduation for many years. 26. Representatives of *the oldest profession* stood by the Ring Road, wearing impossibly short skirts.

**11.** Translate the following text in writing paying especial attention to the way *divergent* and *convergent* are translated. Summarise what you have read by giving your own definitions of the two antonyms:

“Rational thought, logic and the narrowing down of information to an apparently obvious conclusion are some of the ways that have been used by sociologists and anthropologists to describe the way most of us think in our society and to contrast us with ancient societies and cultures. This use of convergent thought is believed to be “scientific” and ancient divergent thought is sometimes described as “mystical” or “metaphysical”.

The ancient Greeks valued logic and much of our society since the Industrial Revolution has valued convergent thought as a way of measuring, counting and quantifying everything we manufacture and indeed, everything around us. But now we have more and more commercial organisations competing harder and



harder for customers. Suddenly we need to look at new ways of developing a competitive edge, of ways to innovate and profit from new ideas and ways of making people want your product and not your competitor's.

Divergent thinking has become a valuable asset in many professions, especially in the commercial world, so that new ideas, creativity and business advantage may be realised. No longer is divergent thinking the exclusive property of artists, writers and philosophers”.

**12.** Study the meaning and find the best equivalents in translation for *lost* in the following sentences.

1. The message of the fable was lost on the youngster. 2. When he failed to get a seat on the train, he felt that it was a lost opportunity for an adventure. 3. When we came back to the same clearing for the third time, we realised that we were lost. 4. When the helicopter failed to find any trace of the mountaineer, he was given up for lost. 5. “ ‘Tis better to have loved and lost than never to have loved at all” (Tennyson). 6. They began to run in order to make up for lost time. 7. “Why don't you just go and get lost!” 8. She was lost without her mobile phone. 9. The vicar thought of his congregation as lost sheep. 10. “Oh well, maybe it'll turn up at the lost property office”. 11. There was no love lost between the two footballers. 12. They lost the battle but won the war. 13. After the second bottle he began a lost weekend that ended in an extremely painful hangover. 14. One of the tragedies of war is the lost generation of husbands and fathers.

**13.** Give either a synonym or an explanation in English for each of the following. In case a word has several meanings give several synonyms and explanations to each of them.

A career woman, a career politician, a tradesman, a trader, a professional, a specialist, apprenticeship, to train, return on investment, a trade, to trade on, to trade in, to trade off, demarcation, marketing, occupation, pension scheme, remuneration, promotion, career soldier.

**14.** Give phrases with antonymic meaning to the following word combination:

Low pay, adequate remuneration, boring job, full-time employment, odd job, favourite pastime, divergent thinking, temporary job, lost luggage, employment

**\*15.** Match the following English phrases in the first column to their meanings in the second column.

- |                           |                                                                          |
|---------------------------|--------------------------------------------------------------------------|
| a) Wage packet            | 1) Particularly high pay for a job                                       |
| b) Salaried job           | 2) The least amount that can be paid an employee by law                  |
| c) The wages of sin       | 3) A job that makes someone work to the limit                            |
| d) Handsome remuneration  | 4) Especially visible, well-paid but risky job                           |
| e) Career woman           | 5) The money refunded an employee for that spent on business             |
| f) Minimum wage           | 6) A builder doing occasional or 'odd' jobs                              |
| g) Demanding job          | 7) The extra inducements given an employee over and above their salary   |
| h) High-flying position   | 8) Regular, usually weekly, pay for a job                                |
| i) Expense account        | 9) The consequences of immoral action                                    |
| j) The perks of the job   | 10) Monthly remuneration for a job that does not pay extra for overtime  |
| k) Company Benefit Scheme | 11) Ambitious, capable female worker                                     |
| l) Jobbing builder        | 12) The bureaucratic level of an employee in a hierarchical organisation |
| m) Job grade              | 13) The formal description of the 'job package' in addition to a salary  |

**16.** Complete the sentences using the following words and expressions: *ROI, to pay, demarcation, job, employment, occupation, wage, pension scheme, careers advisor, salary, to beat to a promotion, position, to delegate, to promote*

1. The venture capitalists were looking for a high ... 2. Until the 1960s there was a maximum ... for footballers in Europe. 3. She quit as the job didn't ... very well. 4. Her ... rose by 24% during the course of the year.

5. There was a ... dispute between the warehousemen and the forklift truck drivers. 6. The tilers did a bad ... and the roof began to leak again the first time it rained. 7. He wrote "observer of life" in the space marked "... " on the form. 8. He hadn't been able to find regular ... for several years. 9. The company offered a ... as one of the more important perks to employees. 10. The school had a ... who met with pupils on two afternoons per week. 11. He focused most of his efforts on ... his rivals to ... 12. The manager decided ... his junior employee to a higher job grade. 13. The ... was advertised widely, but still failed to attract any candidates. 14. She decided ... all responsibility for advertising to her assistant.

**17.** Find the Ukrainian equivalents for the following professions and trades:

*Professions:* teacher, university lecturer, doctor, general practitioner (GP), town planner, land surveyor, architect, solicitor, detective inspector, police constable, dentist, financial controller, journalist, management consultant, tax inspector, member of Parliament, judge, newspaper editor.

*Trades:* plumber, carpenter, plasterer, bricklayer, tiler, baker, hairdresser, hotel porter, car park attendant, receptionist, farm worker, gardener, lorry driver, prison officer, fire fighter, electrician.

**18.** Make up short dialogues discussing: 1) the pros and cons of highly specialised professions; 2) the pros and cons of a knowledge-based profession versus an ability-based profession; 3) employment opportunities and wages of tradesmen in Ukraine and in the UK; 4) your first job interview; 5) how important a career is to you.

**19.** Find Ukrainian proverbs used to the same effect wherever possible and discuss the meaning of the following English proverbs relating to work. Make up short dialogues. Work in pairs.

- 1) A Jack of all trades is good at none.
- 2) Many hands make light work.
- 3) Business before pleasure.
- 4) A bad workman always blames his tools.
- 5) Practice makes perfect.
- 6) Better reap two days too soon than one day too late.
- 7) Don't keep a dog and bark yourself.
- 8) Never put off till tomorrow what can be done today.

9) There is nothing that we receive with so much reluctance as advice.

10) Scratch an Englishman, find a seaman.

**20.** Translate the following sentences into English using the vocabulary of the lesson.

1. Ваша заробітна плата відповідатиме досвіду роботи. 2. За кордоном офіціанти мають досить низьку зарплату, адже їх роботодавці очікують, що вони отримають додатковий дохід у вигляді чайових. 3. “Юристи ніколи на це не підуть,” – сказав голова профспілки. 4. Він торгує цінними паперами на біржі. 5. Він слюсар-сантехнік за професією. 6. Каменярі як робоча професія дуже цінуються в Англії, і вони отримують досить високу заробітну плату. 7. У Британії завжди можна обміняти старий автомобіль на новий з доплатою. 8. Хімік за професією, він тепер займається продажем фарб та лаків на ринку. 9. Моє найулюбленіше заняття – садівництво. 10. Університет готує фахівців для різних галузей народного господарства. 11. Я записалася на завтра до спеціаліста з хвороб вуха, горла та носа. 12. Цей хірург спеціалізується на пластичних операціях живота і стегон. 13. Маркетинг – це просування товару на ринок – від вивчення можливого попиту до його реалізації. 14. В наш час жінок, налаштованих зробити кар’єру, набагато більше, ніж в минулому столітті. 15. Під час другої світової війни вся Україна була окупована німецькими військами. 16. Він скористався своїми зв’язками для отримання персональної фінансової вигоди. 17. Ми завжди обстоювали принцип торгівлі на взаємовигідній основі. 18. Обсяги зовнішньої торгівлі постійно зростають. 19. Нам довелося поступитися деякими зручностями в обмін на зниження вартості путівки. 20. Торгівля зброєю та наркотиками – це незаконний бізнес. 21. Це ще та була робота! 22. Ви добре впоралися з перекладом. 23. Не заважай їм – вони зайняті інтимними справами. 24. Після закриття виробництва багато людей залишилося без роботи. 25. Повні виплати за пенсійною програмою можливі тільки після досягнення пенсійного віку. 26. Під час роботи над проектом на передній план вийшли абсолютно несподівані аспекти. 27. Показник повернення капіталу на інвестицію вимірюється у відсотках. 28. Демаркація кордонів між Україною та Росією все ще триває.



## *Test your knowledge of English!*

When working hard, you should **keep your nose to ...** what?

- a. the grindstone; b. the millstone; c. the kidney stone; d. the stone statue

Someone who is **right-minded** is ...

- a. a fascist b. of sound principles c. deaf in one ear d. right-handed

What does **nil desperandum** mean?

- a. no score; b. never despair; c. no parking; d. no cake left

A **big cheese** is ...

- a. lunch; b. a smelly person; c. an important person; d. an expensive car

You put your **shoulder to the wheel** to ...

- a. slow something down; b. speed something up; c. to increase effort; d. to stop moving

## **Section B**

### **Reading**

1. a) Look at the title of the text. Have you ever read any books on the topic? By what authors? What sort of books were they? Fiction? Advice?  
b) Read the abstract about the author. Have you ever heard about the Dilbert comic strip or read anything by this author?

2. Transcribe and practice pronunciation of the following words from the text consulting the dictionary if necessary.

Recruitment, prophesy, satire, in lieu, résumé, resume, obscene, applicant, employee, employer, model, athlete, perspiration, alternative, relocation, executive, abundance, corporate, acerbic, embarrass.

3. Before reading the text look through the following comments:

### *Comments*

1. **Comic strip.** A regular publication, often daily but sometimes weekly, of a number of comic drawings. They are drawn as a sequence, a “strip”, to tell a story or joke, sometimes a strip may continue a story day-by-day.

2. **Business commentaries.** A “commentary” is a new term that describes documentary non-fiction, but that which includes many personal observations and subjective comments. Scott Adams focuses on business commentaries, while, for example, Michael Moore has published several political and social commentaries.

4. Read the following abstract from the book “Careers in the 21<sup>st</sup> century” by Scott Adams and answer the following questions checking your general understanding of the abstract:

1. What prevails in this abstract – author’s opinion or fact? 2. What is the main claim (speculation) of the author in this abstract? What does he prove it with? 3. Are there any indicators of the author’s emotions and attitude in the text? 4. Find the indicator in the text with which the author concludes his idea of what happens in the future. 5. Are there any instances of humor in the text? Would you describe it as acerbic? Give relevant quotation. 6. Not that many years after the text was written, did his prophesy come true? Prove it with facts from your personal experience.

### *Text 2: Careers in the 21<sup>st</sup> century*

**S. Adams**

**Scott Adams** (born June 8, 1957) is the American creator of the Dilbert **comic strip** and the author of several **business commentaries**, social satires, and experimental philosophy books. His 1997 book, *The Dilbert Future*, forecasts the extensive use of the internet for job search and **recruitment**, among many other similar topics, and in the short time since then, this prophesy is now fact.



Most people won't admit how they got their current jobs because they are embarrassed to admit luck was involved, although there are some exceptions to the career luck rule. For example, lawyers and doctors study for years to prepare for their professions, diligently acquiring valuable information that they can use later in lieu of personalities, but the rest of us don't have a clear career path unless we're lucky.

It's a good thing that career luck happens so often. It's more effective than the **alternative** – lying on your **résumé** and hoping you get an interview with someone who has poor perception.

The **current-filling process** has been a wonderful thing for unqualified people. I was a major **beneficiary** of the system in my **corporate** past. I could always count on moving to a new job within the company, assisted by the fact that the hiring manager didn't have a good system for finding a better candidate. My employer's lack of alternatives was my gain.

But what happens when every job opening and every résumé is on the internet? Surely that will happen. You'll suddenly find yourself competing against *thousands* of candidates for every low- and medium-skill job. You won't be able to rely on the inefficiency of the job search process anymore.

Companies will be able to find a candidate who not only fits a job perfectly without **training**, but might be willing to do it for *less* than the normal salary for that position. For example, someone living in a godforsaken hellhole like North Dakota might want to move to California and be willing to accept a low salary to do it. In fact, they might be willing to do it without demanding that their relocation costs be paid. In fact, they might be willing to strap their livestock to their backs and walk to California.

For the first time in history, companies will have an abundance of good **applicants** for every job opening in the “medium-skill” level. That means salaries for medium-skilled jobs will go down, unless the government gets involved. If the government notices what's happening to salaries, they will step in and do what governments always do for the powerless – they'll raise their taxes. So it's bad news all round.

It's happy days ahead for the highly skilled laborer. The job market will start to look like the National Basketball Association, NBA, where the top stars earn more than anyone else on the planet. Top **technical** people will command amazingly obscene salaries. The employee who is 1 percent better in a high-skill area is worth a hundred times as much as someone who is just “pretty good”. That 1 percent might be the difference between winning and losing in the marketplace – just as it is in sports.



Professional sports is a good model for how the rest of the economy will look in the future. Pro sports is an industry where there is almost complete information about who has what skills and who has what openings. It's a fairly efficient job market.

In the NBA you end up with amazingly rich athletes on one end of the scale and everyone else who works for the club has job descriptions like, "Guy who wipes perspiration off the court during time-outs." There are a few **executives** in the middle to hold it all together, but they aren't terribly important.

That's what the job market will look like in the future – rich superstar professionals on one end of the spectrum, perspiration wipers on the other, and a few **managers** in the middle. Everything else will be done by consultants or **outsourcing firms**.



5. Learn the following vocabulary notes:

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### ! Vocabulary notes

**1. Recruitment, n.** The action or process of hiring people. Вербування, комплектування особовим складом, e.g. The corporation seemed to change its recruitment policy frequently. The other meaning of the word is "reinforcement", which can be translated as "поповнення, підкріплення", e.g. The Army Recruitment Office was located in the shopping centre. Note that 'recruitment office' as a phrase is only normally used by the Armed Forces or military. For non-military occupations the most common term is 'Job Centre'. The phrase "head-hunting" is now commonly used to describe recruitment of selected candidates who are already employed but desired by another employer.

*Syn.*: hiring, **current-filling process** (*AmE only*), employment, head-hunting.

*Comb.*: recruitment policy, recruitment company.

**2. Alternative**, *n.* Альтернатива, вибір. The main meanings include:

1) Any of two or more possibilities, e.g. The alternative seemed to be either death or glory. *Or* They had to choose between several alternatives, none of which were attractive.

2) Choice, e.g. He had no alternative but to go (POD).

**Alternative**, *adj.*

1) Available as another choice, e.g. alternative route. Другий (з двох можливих);

2) Unconventional, e.g. alternative medicine, alternative society, alternative birthing, alternative technology. Альтернативний, взаємовиключний.

The adjective “**alternative**” should not be confused with “**alternate**”, which has the meaning of “every other of a sequence” and can be translated “кожний другий”, e.g. There will be a dance on alternate Saturdays.

**3. Résumé**, *n* /ˈrezjumeɪ/ The American term for “a curriculum vitae”, or CV, which means “the details of the life and relevant occupation of a person”. The other meaning of “résumé” is “a summary”, which can be translated as “підсумок, висновок”, e.g. Ben gave a résumé of Gordon’s story. This word is of French origin and usually bears diacritics on the first and last vowels. Without them it turns into a verb with different pronunciation /rɪˈzju:m/, which means “to begin again, esp. after interruption”. e.g. He decided to resume watching the television.

**4. Beneficiary**, *n.* A person who receives or is entitled to a favour or benefit, esp. under a trust, or will, or life insurance policy. Бенефіціарій, особа, що одержує прибутки від довірчої власності та т.і., e.g. His son was the main beneficiary of his last will and testament.

**5. Corporate**, *adj.* Корпоративний, спільний. The main meaning is that of or belonging to a corporation, or a group of people, collective, joint, e.g. corporate image – репутація корпорації, corporate name – офіційна назва корпорації, corporate property – корпоративне майно, corporate view – точка зору корпорації.

**Corporation**, *n.* A body of people that has been given a legal existence distinct from the individuals who compose it or found it. Об’єднання, товариство, корпорація, юридична особа. Public corporation – акціонерна компанія. e.g. The company was liquidated and replaced by a public corporation, the British Broadcasting Corporation (Encyclopaedia Britannica).

Municipal corporation – міська влада, муніципалітет. e.g. The mayor looked blue, do did the Corporation too (Browning).

*Comb.:* multinational corporation.

**6. Training, n.** The main meanings of the noun include:

1) the act or process of providing or receiving instruction in or for a particular skill, profession, occupation – навчання, підготовка, e.g. Her medical training was five years as an undergraduate and seven years post-graduate. *Or* They received training in how to use the new computer system. *Or* The plumber's training was a formal apprenticeship;

2) the process of developing physical fitness and efficiency by diet and exercise – тренування, заняття (з фізичної підготовки), e.g. SAS training is exceptionally long and difficult. The boxer started training for his next fight six months before the event;

3) military drill – військова підготовка, муштра, e.g. The new recruits started their parade-ground training the first day they arrived.

*Phrases:* to go into training – почати тренуватися, in training – проходити фізичну підготовку, бути в формі, out of training – бути фізично не в формі.

*Comb.:* training-college – педагогічний інститут, спеціальне училище, технікум, training-school – спеціальне училище або виправно-трудова колонія, training ship – навчальне судно, training shoes or trainers – кросівки.

**7. Applicant, n.** A person who applies or makes a formal request to get a job. Кандидат, претендент.

*Phrase:* an applicant for the position – кандидат на посаду.

*Syn.:* Contender, candidate, aspirant, suitor, petitioner, claimant, contestant, competitor, entrant.

**8. Technical, adj.** This is a difficult word for both linguists and translators in Ukraine, as its meanings in English are wider and usually different to that of the Ukrainian word “технічний”, which is better translated as “technological”. The meaning of the adjective “technical” include:

1) of a person: having knowledge of or expertise in a particular art, science, or other subject – технічний, майстерний, e.g. The technical director of the Opera company was in charge of the scenery design. *Or* The footballer showed great technical skill to pass three defenders and score.

2) pertaining to, characteristic of a particular art, science, profession or occupation – спеціальний, професійний, що стосується певної галузі, науки, e.g. A problem of purely technical nature: the structure of benzene

(SOED). *Or* The ballet dancer had trouble with some of the technical details necessary to perform a pas de deux correctly.

*Comb.*: technical term – спеціальний термін, technical college – середній спеціальний навчальний заклад, technical drawing – технічний малюнок.

3) Of a writer, textbook, etc.: using or dealing with terms that belong to a particular subject or field; requiring specialist knowledge to be understood; treating a subject in a specialist way – той, що використовує технічні терміни, вузькоспеціальний, e.g. A technical writer who can keep ... readers up-to-date... in a fast moving industry (Guardian);

4) Officially or properly so called or regarded; that is such according to the particular terminology or from the particular viewpoint of an art, science, etc. – об'єктивно-науковий, формальний, e.g. In technical terms the body was dead *or* The need to have the official form rubber-stamped was only a technical difficulty and did not stop them.

*Comb.*: in technical terms, in a technical sense – за об'єктивними ознаками, з точки зору певної науки.

5) legally such, so regarded according to a strict legal interpretation – формально-юридичний, формальний, e.g. The shopper was arrested, even though it was only a technical assault. She didn't actually hit anyone. *Or* There is a technical difference between culpability and blame in legal circles.

**9. Executive, n.** There are three common uses of this noun in business English.

1) a senior manager, usually at Director-level – керівник, адміністратор, e.g. When she was appointed Human Resources Director, she was given keys to the Executive Toilet and the Executive Lift;

2) the most senior employee who actually runs a company as opposed to somebody who is more of a figurehead – головний виконавчий директор, e.g. The Chief Executive Officer had a long meeting with the Chairman of the Board yesterday;

3) a title given to junior employees to make their jobs sound more important than they are – службовець, співробітник, або за контекстом, e.g. Instead of a pay rise, the Salesman was given the title of Sales Executive.

**10. Manager, n.** A person who manages either a sub-set of a business or employees or both. The exception is the title of General Manager, which is often given to the Managing Director in an organization where there is a CEO (Chief Executive Officer), or to denote that they are responsible for all aspects of a separate business unit. e.g. The Sales Manager had three Territory Managers reporting to him. In business environment the noun may

be translated by a whole number of words depending on the context: менеджер, завідувач, директор, керуючий, адміністратор, керівник та ін.

**11. Outsourcing firm, n.** A specialist company that deals in one or more very specific areas and sells its services to other companies, claiming efficiency and cost-reduction – спеціалізована компанія на стороні, e.g. The factory decided to close down its canteen and use the services of an outsourcing specialist to provide food for its workers.

**To outsource, v.** To choose a specialist firm to provide services and close down its own (in-house) department – передати певні свої функції спеціалізованій компанії, e.g. The local government authority decided to outsource its rubbish collection services to an outside contractor.

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6. Listen to the recording of the text, read it aloud in class and translate it into Ukrainian.

7. Answer the following questions to the text:

1. Do you agree with the author about the luck rule in our lives? 2. Comment of the author's words about "diligently acquiring valuable information" to be later used "in lieu of personalities"? What was actually meant? 3. What was the main obstacle for many employers in hiring people according to Scott Adams before the wide use of the internet? 4. Did the author of the text use this obstacle to his own advantage? Prove your viewpoint with a quote. 5. What new opportunities does the internet open in job-finding and job-hiring processes? 6. What consequences did Scott Adams predict in this respect? 7. What was the author's predicted picture of the job market based on internet opportunities in 1997? 8. To what extent did this prediction come true? 9. In terms of style what did you appreciate in this writing most of all? Support your answer with quotes and examples.

8. Comment on these famous quotes. Give your views on three of them in English using not more than three sentences for each.

- **Bill Gates** – Success is a lousy teacher. It seduces smart people into thinking they can't lose.
- **Donald Trump** – Deals are my art form. Other people paint beautifully on canvas or write wonderful poetry. I like making deals, preferably big deals.

- **Anonymous** – When you own your own business, you only have to work half a day. You can do anything you want with the other twelve hours.
- **Estee Lauder** – If you don't sell, it's not the product that's wrong, it's you.
- **Confucious** – The superior man understands what is right; the inferior man understands what will sell.

## VOCABULARY PRACTICE

9. Read the following job announcements from the “Kyiv Post” with a deleted name of a job position and guess what jobs these announcements are for. Find the meaning of all key words that you didn't know and which were instrumental in understanding the main requirements and job functions. Learn them.

**(Ukrainian Practice) & Partners** offers a challenging and professionally enriching experience, a hefty compensation package, lucrative fringe benefits and a friendly atmosphere. Due to increasing demand for our services and rapid development of the firm, (Ukrainian Practice) & Partners announces immediate openings for the following positions:

- 2+ years of relevant legal experience
- Superior analytical abilities
- ? • Excellent command of English
- Strong academic background (LLM is an advantage)
- Superb legal writing and research skills
- Fluency in English, Ukrainian and Russian
- Higher education
- 2+ years of secretarial/administrative experience
- Good manners and communication skills
- Strong organization & time-management skills are a must





- Experience with Information Systems
- In depth knowledge on International accounting rules & standards
- Basic knowledge of English
- 3+ years of relevant work experience

**10.** Study the meanings of the word “manager”, “executive” and “director” and their associated verbs in the following text and find Ukrainian equivalents for them. When reading the text, pay careful attention to the context to understand what is meant by each term and how senior the job actually is, irrespective of the title.

“When I graduated in 1976 with a Social Sciences degree, I got a job as a Sales Executive which meant that I was trained to sell, given a range of products and told to manage a small geographical territory. I reported to a Sales Manager who managed six salesmen such as myself, as well as two Territory Managers who were simply more senior Sales Executives. All the activity in all the various occupational sectors was directed by a Branch Manager who reported to the Executive Board. After several successful years, I was promoted to Product Manager to direct the sales and marketing from Head Office of one specific range of products, reporting to the Marketing Director. After a couple of years I was promoted to Marketing Manager. Some years later I was promoted to General Manager and sent overseas to direct all the company’s activities in an Eastern European country. I employed a local Sales Director, an Production Director and a Technical Director, who together with the Chief Accountant and myself, formed the Executive Board of the local company. I was now reporting to the Chief Executive Officer at Head Office and after some years of success returned to Head Office as an Executive.”

***Note:** Although some of the above has such odd job titles that it almost sounds like a joke, it is actually a real brief career autobiography. Why do you think it is common in many multinational enterprises to have complex management structures with job titles that are not always obvious?*

**11.** Match words in the first column to their meanings in the second column:

- |                 |                                                               |
|-----------------|---------------------------------------------------------------|
| a) Comic strip  | 1) Any of two or more possibilities, choice                   |
| b) To outsource | 2) A person who receives or is entitled to a favor or benefit |



- |                 |                                                                                                                    |
|-----------------|--------------------------------------------------------------------------------------------------------------------|
| c) Head-hunting | 3) A body of people that has been given a legal existence distinct from the individuals who compose it or found it |
| d) Corporation  | 4) To choose a specialist firm to provide services and close down its own (in-house) department                    |
| e) Applicant    | 5) A series of comic drawings                                                                                      |
| f) Commentary   | 6) A person who applies or makes a formal request to get a job                                                     |
| g) Alternative  | 7) Recruitment of selected candidates                                                                              |
| h) Résumé       | 8) Documentary non-fiction with subjective comments                                                                |
| i) Recruitment  | 9) Details of one's life and relevant occupation                                                                   |
| j) Alternate    | 10) To begin again, especially after an interruption                                                               |
| k) Resume       | 11) Delays in payments of wages and salaries                                                                       |
| l) Wage arrears | 12) Every other of a sequence                                                                                      |
| m) Beneficiary  | 13) The process of hiring people                                                                                   |

**\*12.** Insert one of the following partial synonyms: *applicant, contender, candidate, aspirant, suitor, petitioner, claimant, contestant, competitor, entrant* into the sentence where it is most appropriate: Consider several options if possible. Find the best Ukrainian equivalents.

1. All the ... for the vacant Senior Interpreter's jobs were seated in the Conference Hall, waiting to be called for interview. 2. The ... on the TV quiz show introduced themselves. 3. The 5000m race featured some of the most talented ... in the world. 4. The ... had his case presented to the judge by his legal team. 5. Everybody was waiting to see who would be the ... to the winning lottery ticket. 6. We had over a hundred ... for the vacant accountant's job, which we whittled down to seven serious ... 7. It wasn't clear who was the leading ... for the title bout for the world boxing crown. 8. Nearly two-thirds of the ... will be competing in their first race. 9. He decided to be a Roman Catholic ... to the priesthood. 10. She had several ... for her hand in marriage.

**13.** Give rows of synonyms to each of the words or word combinations given below, consulting a dictionary of synonyms or a thesaurus if necessary. Use them in sentences of your own.

Hiring, choice, resume, corporate, training, candidate, technical, recruitment company, job opening.

**\*14.** Insert either *make* or *do* or *make do* as necessary, in the correct tense, into the following sentences checking your answers with the dictionary. Take note that some of the answers will use idioms or phrasal verbs.

1. She decided to ... a career for herself before thinking about marrying. 2. He didn't want to ... the job before breakfast. 3. He ... a strong impression on the selection committee. 4. She ... a good job in repairing the faulty printer. 5. He ... the job into the role it is today. 6. Although popular, he ... badly when his sales results were taken into account. 7. Her objective on starting her new job was to ... well. 8. The accountant resigned, so we must ... the best of it and ... the Books ourselves. 9. With all three service engineers on holiday at the same time, we had to ... ... when repair requests came in. 10. With such an out-of-date computer, she had to ... the best of it when asked for complex graphics for the presentation. 11. He was told to ... the report before he went home. 12. He ... it his business to find out the answer to the problem. 13. ... the exercises in this chapter. 14. ith their experience, the removals men ... light work of moving the heavy furniture. 15. She was asked to ... a translation of their speeches. 16. We could ... with an additional administrator. 17. The success of the business ... credit to the Firm's organization. 18. This collection of ancient poems newly ... into English is a fine translation.

**15.** Think of the best translation for the following sentences containing the word "technical". Write out Ukrainian equivalents you've ended up with.

1. She was especially beautiful but in technical terms her mouth was too wide. 2. The film was an artistic triumph, but in technical terms it failed, as box receipts were low. 3. Good news, everyone, I am still technically alive. 4. The technical director is in charge of the technical staff of the show (SOED). 5. In technical terms, tomatoes are fruit. 6. The technical capability of this plant can not be overestimated. 7. The translators hated having to work on technical manuals. 8. Hippocrates invented the word 'Callipygian' – a technical term to mean "having lovely buttocks" (SOED). 9. It has been estimated that over 40 % of all English words are technical. 10. "You should have had the scoundrel arrested. It was a technical assault." (P. G. Woodhouse quoted in the SOED). 11. Jonas's teeth flashed in what was technically a smile (S. K. Penman).

**16.** Translate the following sentences into English using the word "technical" wherever appropriate, bearing in mind the difference in semantic volumes of the words in two languages.

1. Всіма технічними аспектами, пов'язаними з вивченням та запровадженням винаходу, буде опікуватися технічна рада. 2. Всі технічні дані з цього проекту ми передали вам ще на тому тижні. 3. Цей фантаст використовує багато термінів: не всім просто читати його романи. 4. Фігуристи продемонстрували прекрасну техніку у виконанні цього танцю. 5. Технічний директор несе повну відповідальність за роботу технічного персоналу фірми. 6. Це було вузькоспеціальне питання, тому слухати довгу дискусію було цікаво не всім. 7. Олена працювала вже на кількох проектах технічної допомоги Агенції США з міжнародного розвитку, хоча насправді “технічна допомога” означає в цьому випадку “експертну допомогу”. 8. Найкращі експерти завжди отримують високу зарплату, адже спеціальні знання цінуються. 9. Він неправильно мене зрозумів: я вжив це слово в спеціальному значенні. 10. Фахівці визнали високу художню значимість твору, але в комерційному плані він виявився неуспішним. 11. Велику частину будь-якого словника складають спеціальні слова. 12. Діакритик – це спеціальний термін для надрядкових або підрядкових знаків, які розрізняють звуки, позначені тією самою літерою. 13. Технічний коледж в Англії – це середній навчальний заклад, який готує фахівців не тільки з технічних спеціальностей. 14. Підписи були лише формальністю, але це забрало багато часу. 15. За об'єктивними ознаками тіло можна було вважати мертвим. 16. Між цими двома ознаками існує формально-юридична відмінність. 17. Технічний малюнок був виконаний з серйозними неточностями.

**17. Give English equivalents to the following Ukrainian words and expressions, using the vocabulary of the lesson.**

Кандидат на посаду, пошук кандидатів, вибір, коротка автобіографія, серія комічних малюнків, бюро з працевлаштування, виконавчий директор, співбесіда з роботодавцем, середній спеціальний навчальний заклад, фізична підготовка, спеціальне училище, навчання, офіційна назва компанії, бенефіціар, репутація компанії, високооплачувана робота, приваблива винагорода, мінімальна заробітна плата, ранг службовця, пільги до певної посади, повернення капіталу, зайнятість, консультант з профорієнтації, просування по роботі, посада, пенсійна програма, делегування повноважень, представник робочої професії, спеціаліст у вузькій галузі, професійний військовослужбовець, розмежування, ремесло, вакансія, функціональні обов'язки, кожного другого четверга, майстерний, вузькоспеціальний, технічний, упущений, часткова за-

йнятість, повна зайнятість, випадковий заробіток, передавати частину функцій організації зовнішній спеціалізованій компанії, бути в формі, вважати загиблим, отримати підвищення на службі, виходити на передній план, зробити кар'єру.

**18.** Translate the following text into English using the vocabulary of the lesson:

Тисячі компаній в усьому світі спеціалізуються на доборі кваліфікованого персоналу. До спеціалістів з найму звертаються представники як малих фірм, так і великих компаній: добір кандидатів на ту чи іншу вакансію довіряють професіоналам.

Наразі розвивається вітчизняний бізнес, відповідно ростуть вимоги до якості робіт та послуг, і зокрема, до кваліфікації персоналу. Роботодавці зацікавлені у висококваліфікованих фахівцях. Діапазон заявок роботодавців вельми широкий – попит є і на робітників низької та середньої кваліфікації, й на керівників центрального виконавчого апарату.

Про те, що вітчизняна індустрія найму персоналу бурхливо розвивається, свідчить не тільки кількісний ріст кадрових агенцій, а й поява першої професійної спілки провідних регіональних агенцій з добору персоналу.

Кадрові агенції можна класифікувати за певними ознаками на дві групи: агенції з працевлаштування та рекрутингові. Рекрутмент як новий вид українського бізнесу виник на початку 90-х, разом із появою нового класу – приватних підприємців-роботодавців. Останнім часом збільшився попит на зовнішній рекрутинг: не всі компанії можуть дозволити собі мати штатного рекрутера. Крім того, до рекрутингових агенцій звертаються у випадках, коли є потреба знайти унікального спеціаліста, або визначитись з рівнем зарплати та умовами праці робітників, яких компанія запрошує для забезпечення нового напрямку роботи чи проекту.

Задача кадрової агенції полягає в тому, щоб позбавити замовника зайвих дзвінків, зустрічей, співбесід з кандидатами, що мають низьку вірогідність обійняти заявлену посаду, представити мінімум кандидатів та цим самим зекономити час роботодавця. Як і дитина має народитися через 9 місяців, так і процес рекрутингу триває від 2 до 6 тижнів. Квапити рекрутера означає порушувати технологію процесу, а це негативно впливає на результат. Найцікавішим та найприбутковішим для агенцій є добір топ-спеціалістів та керівників. Найдорожчим ме-

тодом пошуку є “полювання за головами”, але, щоб його здійснювати, необхідно бути дійсно професіоналом своєї справи. Рекрутинг – бізнес актуальний, прибутковий, але непростий. Він потребує глибоких знань у різних напрямках ринку праці та передбачає добropорядність.

(За матеріалами періодичного видання “Пропоную роботу”)



### *Test your knowledge of English!*

The **most publicised product** in a company’s range is its ...

a. warship; b. object of worship; c. ship’s flag; d. flagship

Someone who’s very enthusiastic is said to be **keen as** ...

a. a knife; b. a whistle; c. ketchup; d. mustard

Someone who is a **wet** is ...

a. feeble; b. a strong swimmer; c. drunk; d. always frightened

**Elbow grease** is ...

a. hard work; b. easy work; c. slippery behaviour; d. evasive behaviour

If someone wants to give you a **backhander**, you would get a ...

a. punch; b. slap; c. bribe; d. piece of juicy gossip

## **Section C**

### **Listening and speaking. Vocabulary practice**

1. Look through the following comments before listening to the dialogues:

## *Comments*

**1. To post a vacancy.** Originally the verb “to post” meant to place a notice in a prominent place. In contemporary internet jargon, this now means “to put an item on a website”.

**2. To hawk.** To carry about or offer goods for sale. Becoming old-fashioned, but still frequently used in certain phrasal verbs such as “to hawk around”, e.g. The agent is hawking around a CV.

**3. Commission.** Much of the recruitment industry relies on commission paid upon the successful **placement** (specific industry jargon) of a candidate. Usually paid by the employer, but sometimes by the candidate.

**4. Scruffy.** A colloquial term meaning ‘shabby’ or ‘untidy’. Very frequently used in conversational English.

**5. Matchmaking.** Originally, ‘to make a match’ meant to bring together a couple suitable for marriage, later shortened into one word. In contemporary IT use, the word is used to refine a search or match database criteria before presenting results.

**6. A hit.** In contemporary IT use, the word is used to describe the result or results of a search. A new meaning to add to dozens of English & US colloquial & slang meanings.

**7. To be right up your street.** A conversational set-phrase meaning ‘to be highly suited’ or ‘highly appropriate’.

**8. Pagemaker.** A PC program used by publishers for high quality reprographic work.

**9. Masses.** A conversational way of saying ‘many’.

**10. Downsizing.** Recent commercial jargon used to mean the cutting of employee numbers to attempt an increase in short-term profitability, previously called redundancy or laying-off. Many “cute” alternatives to avoid the negative impact have also recently appeared, the most popular of which seems to be “rightsizing”.

**11. Proactive.** Today deemed to be an essential characteristic for employees of all kinds; those that take the initiative and are not simply ‘reactive’.

**12. Careerist.** Itself jargon, one of many fashionable words ending in -ist. The word means someone who is focused very hard on their career. The word does not have any negative meaning unlike its Ukrainian equivalent.

**13. Below the belt.** A common conversational phrase to mean ‘unfair’. It comes from boxing where to literally hit below the belt is against the rules.

**14. A to Z.** Almost all British cities and towns have a street map published by the ‘A to Z’ company.

**15. To rise to.** To react to a stimulus or insult.

**16. “I will not...”** . Such formal phrasing is usually only ever used in conversational English as a way of heavily emphasizing an intention.

2. Listen to the recording of the following dialogues. Repeat after the speakers trying to reproduce all intonation as best as possible.

**Dialogue 1: Looking for a job**

Serhiy: This site's got hundreds of vacancies posted, but no dates against the jobs.

Judith: I don't like those – you never know what might really be available.

S: They're probably only after your CV so that they can hawk it around and get commission if someone's interested in you.

J: This one looks much better – clear, detailed and comprehensive detail on each job.

S: Oh yes. This is the one. I would never believe that a serious company would put vacancies on a scruffy, illiterate site, but this looks great.

J: Well, is there anything for me?

S: Hang on, I'm just putting details of your degree in ...

J: This is a bit posh, they're doing matchmaking before letting you apply. Impressive.

S: Here you are, seven hits. That second one looks right up your street.

J: Wow, that's just it. Get my CV in quick.

**Dialogue 2: Writing a CV**

Kate: It's not enough to do your CV in Pagemaker with masses of graphics and pretty fonts. You need to get the words right too.

Vasya: What do you mean? It's brilliant.

K: This bit about being "downsized". It just sounds like you were sacked.

V: But I was in a way – they made nearly half the workforce redundant.

K: Don't you think it would sound better if you said that you "left to further your career by seeking new challenges and opportunities?"

V: Well if I write that and get quizzed on it, I'll just feel stupid.

K: But it's true and it makes you sound proactive and positive.

V: It also makes me sound like an employee who'll quit and disappear every time he thinks there's something better on the horizon. What about loyalty?

K: There's no such thing as a job for life any more, so everyone's expected to be both flexible and opportunistic.

V: You sound more like a politician than my wife, the doctor, sometimes.

K: We're all stuck with this careerist jargon, whoever we are.

### **Dialogue 3: The job interview**

Tanya: You're sure you've left loads of time to get there without being late?

Ian: I checked the train timetables twice and even if one's cancelled the next train'll get me there in time.

T: As sure as you were when you turned up half an hour late for our wedding?

I: Hey, that's below the belt. That wasn't my fault.

T: Doesn't matter today whose fault it might be if you're late – not turning up on time is the guaranteed way not to get a job.

I: Well, I've also checked the A to Z to make sure I know how to get to their offices from the station.

T: Then you were two hours late for our first anniversary dinner.

I: I'm not rising to that one – I will not be late for this interview. I'm off now.

T: You look so smart in your best shirt, best tie and best jacket but shouldn't you remember to put your trousers on?

**3. Answer the following questions on the contents of the dialogues.**

1. What way of looking for a job is described in the first dialogue? Are there any other methods of finding a job? Name them. 2. Whose job is "hawking people around trying to get a commission on a placement"? Can a job seeker avoid it? How? 3. What is important in writing a CV? 4. What are the basic requirements for a successful job interview? 5. Why is it important sometimes to use roundabout ways of describing your career moves when writing a CV? 6. Is there a contradiction between loyalty and opportunism in people's careers? Is it always possible to avoid it? What is your opinion in this respect? 7. Why is it important to sound positive and pro-active when looking for a job? 8. Why do well-organized, clear websites give an image of professionalism?

**4. Practice the reading of the dialogues. Translate the dialogues as best as you can. Present the dialogues in class close to the text.**

**5. Insert prepositions wherever necessary.**

1. What is your CV ... – Pagemaker or Word? 2. I promise not to be late ... this interview. 3. I think I'm all packed and ready. – So, you are ... then. 4. You are guaranteed to fail this job interview if you don't turn ... ..



time. 5. For how long have you been hawking ... your CV? 6. What you said is not fair, it's ... the belt. 7. Can you phrase it simpler? You're just stuck ... this jargon. 8. Sure, you can't be quizzed ... every single detail ... your CV. 9. Are you sure it's the love ... life? Or anything new ... the horizon, and you'll forget about your loyalties? 10. That other job advertisement looks right ... your street. 11. Hang ..., we haven't finished ... this one yet? 12. Can you see any dates ... those two job advertisements? 13. Head-hunters are only ... the best candidates that are often already employed. 14. What do you think is the commission ... a placement? 15. I need those letters urgently. Get them ... quick.

6. Find in the dialogues several synonyms for the phrase: *to make somebody redundant*. Describe all the nuances of their meanings and speech register they are usually used in. Make up your own sentences with these words.

7. Match words and expressions in the first column to their meanings given in the second column:

- |                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| a) commission    | 1) A search return on the internet                                |
| b) downsizing    | 2) Being socially superior and more stylish                       |
| c) matchmaking   | 3) Covering all aspects of something                              |
| d) hit           | 4) The fees paid for a service                                    |
| e) opportunism   | 5) To leave or resign from a position                             |
| f) proactive     | 6) The successful hiring of a candidate                           |
| g) posh          | 7) The reduction of a workforce by redundancy                     |
| h) scruffy       | 8) To question intensely                                          |
| i) comprehensive | 9) Looking dishevelled                                            |
| j) quit          | 10) Taking advantage of a situation for your own good             |
| k) careerist     | 11) The bringing together of suitable partners                    |
| l) placement     | 12) Making sure things happen rather than just hoping and waiting |
| m) quiz          | 13) Someone emphasizing the career part of their life             |

8. Find in the vocabulary of the lesson all adjectives that characterise a successful candidate, add your own descriptions to make a portrait of a potentially strong jobseeker.

9. Find Ukrainian equivalents for the words given below, consulting your dictionary. Make up your own sentences with these words.

A hit, downsizing, to post, to hawk around, to get a commission, workforce, to further one's career, a job opportunity, a challenge, to be quizzed, to be proactive, to be positive, loyalty, flexible, opportunistic, to rise to something, to be off, to turn up, posh, matchmaking, scruffy, illiterate, comprehensive, to be available.

10. Broaden your vocabulary by reading the following text on why an interview may fail. Write out the unknown words then look them up in a dictionary. Translate the text into Ukrainian in class.

### **“One in three” mangle job interviews**

One in three workers believe they have missed out on a dream job after making “basic blunders” in an interview, according to a survey.

Top mistakes included arriving late after getting lost, being caught out lying on a CV, wearing inappropriate clothes and calling the interviewer by the wrong name.

Almost half of the 1500 office workers polled by recruitment firm Office Angels blamed nerves. But one in five admitted they had been overconfident.

Paul Jacobs, managing director of Office Angels, said preparation was the key to a successful interview. “Interviews are a tense period of time loaded with expectation. The important point to bear in mind is to not let nerves or ill-preparation result in a blunder on the day. Interviews are by their nature challenging – so it's best to make sure you're as prepared as possible”.

Office Angels urged jobseekers to dress smartly at interviews, research the company they hope to join and allow plenty of time for travel. The top five tips for interview preparation given on Careers Portal was to work out your route there and how long it would take. Second was to research the company, and third was to choose an optimum time for interview if possible – i.e. not the mornings if you are not a “morning person”. Fourth was “look good”, and fifth was “be punctual” – or at least call if you know you are going to be delayed.

*(BBC News)*

**11.** Using the information given in the dialogue and in the text above present to your fellow students your views on why a job interview may fail and what are the right steps to take to prevent an unfortunate outcome. And if you still failed, is it a reason to become pessimistic?

**12.** Dramatize the following situations:

a) an interview in a recruitment company; b) an interview with a potential employer for a position of a secretary or a translator in a commercial company; c) an interview with a potential employer in a government agency or organization for a translator's position; d) seeking advice from a friend of yours who recently got a good job.

**13.** Make up short dialogues using formulaic and shortened phrases you've learnt from the dialogues. Think of how they are used proactively or reactively.

1. You never know ... 2. Here you are. 3. That ... looks right up your street. 4. I'm not rising to that one. 5. I'm off. 6. That's below the belt. 7. That wasn't my fault.

**14.** a) Working with your neighbour consider the points given below and put 5 of them in order of importance for you.

### **What adds up to job satisfaction?**

Making money	Security
Social status	The respect of colleagues
Challenge	Status in your organization
Working conditions	Personal freedom
Exercising power	Being part of a team
Being promoted	Helping other people
Learning something new	Being praised by your superiors
Meeting people through work	

b) Discuss with your neighbour 3 jobs and positions where some of these factors come to the fore. Make up a list of such jobs with 5 attached points from the columns above. Compare them with correspondent lists compiled by your neighbor.

**15.** Discuss with your fellow student job opportunities for a graduate of a translators' department of a university right after the graduation using all the vocabulary and idioms you've learnt.

16. Revise this lesson by quickly giving Ukrainian equivalents to the vocabulary of the lesson.

### Vocabulary

Job, trade, profession, career, careerist, applicant, interview, hit, manager, recruitment, placement, commission, training, training college, occupation, vocation, career woman, career politician, tradesman, trader, professional, specialist, apprenticeship, return on investment, demarcation, marketing, pension scheme, remuneration, promotion, career soldier, employment, wages, position, the perks of the job, job grade, job description, benefits, alternative, resume, beneficiary, managing director, candidate, hiring

To outsource, to apply, to seek a job, to get a job, to lose a job, to match-make, to quit, to downsize, to head-hunt, to quiz, to train, to trade on, to trade in, to trade off, to come to the fore, to promote, to further one's career

Opportunistic, positive, proactive, executive, technical, lucrative, scruffy, comprehensive, detailed, lost, posh, convergent, divergent, high-flying, demanding, salaried, corporate, alternate, competitive



### *Test your knowledge of English!*

A **fat chance** is ...

- a. a very high possibility; b. a very low possibility; c. a frequent event; d. a rare event

The **ins and outs** are ...

- a. the exits; b. the ideas; c. the doors; d. all the details

An Irishman's **gift of the gab** reflects their skilful what?

- a. clothes sense; b. conversation; c. facial expressions; d. literary success

If in the USA you **get a gig** it means that you've got ...

- a. a new job; b. a meal; c. a new pet; d. a nasty disease

If you do something **willy-nilly**, you do it ...

- a. carelessly; b. quickly; c. wrongly; d. superbly

## Grammar

1. Insert prepositions to form phrasal verbs in the following sentences using Ukrainian words in the brackets as prompts.

1. She was promoted to trade ... coffee futures on the International Commodities Stock Exchange (торгувати). 2. I need to think ... this job offer – I'm not sure if it's what I really want (продумати). 3. Never mind, something will turn ... soon (трапитися). 4. Having resisted being teased, there came a point where he couldn't avoid rising ... the bait (потрапити на гачок). 5. "For goodness sake! Put ... a suit before you go to your job interview!" (вдягнути). 6. She decided to put ... her family pictures on her personal website (розмістити). 7. She was furious and ... his blood (прагнути). 8. "It's only a collection of rough notes, I need you to put ... the details" (вписати). 9. He was sacked when he was caught ... telling lies on his CV (спіймати). 10. "We're going to have to trade ... higher sales against increased profit margins" (поступитися). 11. They decided to call the salesman ... a grand name to boost his confidence (назвати). 12. These increased inflation figures will result ... higher unemployment (призвести). 13. They sat down to talk ... the results of the week's work (обговорити). 14. The police promised to look ... the recent disturbances (розібратися). 15. The Union agreed to call ... the strike when all the demands were met (відкликати). 16. She was ordered to put ... her cigarette as she entered the building (загасити). 17. The number of unemployed was fortunately falling ... (падати). 18. The number of employees was cut ... when sales fell (скоротити). 19. She decided to make ... some interesting details of her very ordinary career (вигадати). 20. While waiting for the interview, he was asked to fill ... a personal history form (виповнити). 21. He just couldn't cope with the pace of work, so he gave ... on the job (кинути). 22. He couldn't resist trading ... his boyish good looks (скористатися).

2. Find in the dialogues examples of the use of Perfect, and Continuous Tenses. Explain them and translate into Ukrainian.

3. Explain the use of Perfect, Continuous and Perfect Continuous Tenses in the following sentences. Widen the context of the sentence if necessary.

A. 1. You've ruined the carpet. 2. We've run out of petrol. 3. You've just missed the bus. 4. I've been off work with 'flu since Monday. 5. Ukrainian sportsmen lately have won many gold medals. 6. You've just seen the

film. Would you recommend watching it? 7. I've been waiting for two hours! 8. I've been trying to get hold of you on the phone all day. 9. He's been working for this company for four months. 10. My hands are dirty. I've been cleaning the car. 11. We've been gathering mushrooms ever since the sunrise. 12. I've been writing since I came here.

**B.** 1. By that time I'd already written the letter. 2. When I came home the children had already returned from school. 3. She had been ill for two days when we learnt about it. 4. The storm had died away but very far off the thunder was still muttering. 5. He told me that he had had dinner at two o'clock on that day. 6. She said that she had finished the translation. 7. She had been walking for two hours when she saw a lake in the distance. 8. We had been gathering berries for quite a while when a thunderstorm broke out. 9. She rose from the bench where she had been sitting for half an hour.

**C.** 1. By six o'clock I'll have finished my work. 2. We'll have walked a long way before we reach the sea. 3. When you have finished this book, you'll have learnt many new words and expressions. 4. If you ring me up after six, I'll have spoken to my parents. 5. By the beginning of summer we'll have been at the seaside for a fortnight. 6. By the 1<sup>st</sup> of June he'll have been working in this company for half a year, so he is entitled to a holiday.

**4.** Put the verbs in brackets into Present, Past, or Future Perfect Tense of the common aspect in the following sentences:

1. We already (to settle) the matter – there's no need for arbitration. 2. I (not to see) her since 2001. 3. She (not to finish) until next Thursday. 4. They (to decide) to carry on until they finish. 5. We (to find) that the product had a bad image in its intended market – we need to re-brand it. 6. The competitors (to launch) their new product before we're ready with ours. 7. The village factory (to fail) to capitalize on the local market for fresh milk products before the foreign competitors arrived. 8. She (to go) to dozens of job interviews without success. 9. Have (to choose) what job you'd really like to do? 10. By the time we arrive, will you (to complete) your essay? 11. It seemed that all their plans (to go) up in smoke. 12. She said that she (to want) to have been ready long before now. 13. The Prime Minister stated in her speech that the unemployment rates (to fall). 14. The Opposition spokesman was furious when he realized that the Government (to speak) at the European Union meeting.

**5.** Put the verbs in brackets into Present, Past, or Future Perfect Tense of the continuous aspect or any other time required in the following sentences:

1. He (to eat) my chocolates and there are hardly any left. 2. I (to speak) regularly at the Club for over a year. 3. I (to go) on holiday to the Crimea since I was a child. 4. I was dead tired: I (to work) for several hours without a break. 5. As I awoke I looked at the time and saw that I (to sleep) for ten hours. 6. The ground was completely sodden – it (to rain) since dawn. 7. I (to work) in the office for several hours by the time you get back from the meeting. 8. We (to listen) to the concert for three hours before there's due to be a scheduled intermission. 9. We (to drive) for hours before we finally saw a petrol station. 10. He told me that he (play) his computer game since morning. 11. It was nearly five and she (to wait) since just after four o'clock. 12. ... you not (to fill) out the form in black ink? 13. She (to smoke) a cigarette in silence; now she started to cough and got up from the sofa where she (to sit).

**6.** Complete the following sentences using one of the required perfect tenses. Use your imagination!

1. When I returned from work I was told that ... 2. Something familiar in the man's face told me that ... 3. ... when he stated that he didn't like Chinese food. 4. Her expression conveyed that ... 5. ... when a goal was finally scored. 6. When I return home, I want you to ... 7. I couldn't find my copy of the textbook, someone ... 8. ... to the same fruit stall week in and week out for years. 9. Where's my CD? For two weeks you have ... 10. ... in the garden since I've been here. 11. I can't open the lock – it seems as though someone ... 12. We found huge quantities of wild strawberries in the woods, we ...

**\*7.** Correct errors in the following sentences observing the rules of the sequence of tenses. Use both active and passive voice as necessary.

1. I asked her whether she speaks to her mother about the exam. 2. I looked up as the candidate was questioning on his previous work experience. 3. I was told that we will be increased production next month. 4. We were promised that there would have been a salary increase in the coming year. 5. We expected to find that the car to be repaired by the time we came back from holiday. 6. She had heard that the concert moved to next Thursday. 7. He told them that the result of last year's effort will be all in vain and the factory would still be closing. 8. The child's chronic asthma was still deteriorated each year, probably caused by the increasing level of traffic in the city where she lives. 9. When I reached the summit of the mountain, the Ukrainian flag planted there told me that it already was climbed. 10. After

I was told how convoluted the route was, I will be afraid that I should lose my way in the dark.

**\*8.** Complete the following passage with the correct form of the verb in brackets. Use the present, present perfect, or past, simple or continuous, active or passive:

*Anyone's first day in a new job can be a trying experience. Helen Fielding's "Bridget Jones" now (to appear) in two bestselling books of her fictional diaries, both of which (to become) successful Hollywood films. This extract describes Bridget's first day in a new job at a television studio.*

9 p.m. I (to go) to bed, completely exhausted. I (to forget) how hideous it is starting a new job when nobody (to know) you, so your entire character becomes (to define) by every chance remark or slightly peculiar thing you (to say): and you can't even so much as go to put on some make-up without asking where the ladies' (to be).

I (to be) late through no fault of my own. It (to be) impossible to get into the TV studios as I (to have) no pass and the door (to run) by the sort of security guards who think that their job is to prevent the staff from entering the building. When I finally (to reach) reception I (not to be) allowed upstairs till somebody (to come) to get me. By this time it was 9.35 and the conference (to start) at 9.30. Patchouli eventually (to appear) with two huge barking dogs, one of which (to keep) jumping up and licking my carefully made-up face while the other (to put) its head straight up my skirt.

"They're Richard's – aren't they, like brilliant?" she said "I'll just take them to his car".

"Won't I be late for the meeting?" I (to say) desperately, holding on to the dog's head between my knees and trying to push it away. She (to look) at me up and down as if to say "So?" and then (to disappear) dragging the dogs.

By the time I (to get) to the office, therefore, the meeting (to start) and everyone (to stare) except Richard, whose portly form (to be) clad in a strange green woollen boilersuit.

**9.** Translate the following sentences into English using Perfect, Continuous and Perfect Continuous Tenses wherever possible:

1. Де ви були? Ми шукали вас усю перерву. – Ми ходили до методистів на другий поверх. 2. Як ви змогли дістати книжки з верхньої полиці? – Довелося принести драбину. 3. Ти бачив цей фільм? Варто його подивитися? – Авжеж. Ми були на ньому вчора ввечері. Нам дуже



сподобалося. 4. Хазяїн запалив коминок і сидів біля столу, коли ми зайшли в кімнату. 5. Олеся закінчила працювати в квітнику й присіла на лавку перепочити. 6. Ти вже написала вправу на переклад? Покажи, як ти зробила. 7. Він закінчив працювати й сів на веранді, переглядаючи рукопис. Вітер вщух, і сонце щойно закотилося за обрій. 8. Я працюю над своїм резюме вже дві години й боюсь не встигнути його роздрукувати до третьої. 9. Тетяна сказала, що чекає на секретарку, щоб забрати свої папери. 10. Якщо ви прийдете так пізно, я вже поїду на співбесіду. 11. Дощ ллє зранку й, боюсь, може не перестати до вечора. 12. Минулого літа я відвідала село, де жила бабуся й де народилася моя мама. 13. Я ніколи не читала такого цікавого історичного роману. 14. Я працюю над редагуванням цього рукопису вже ціле літо й зробила більшу частину, а до кінця вересня вже віддам його в редакцію. 15. Мій новий приятель був певен, що батьки непокоїтимуться, якщо він не повернеться до дванадцятої. 16. Я не знав, що ви маєте таку маленьку доньку. 17. Олена сказала мені, коли саме прийшла і що робила весь цей час. 18. Всі дуже здивувалися, коли я сказала, що живу в цьому будинку вже багато років. 19. Я щойно мила вікна і не встигла вимити руки. 20. Я сказала вам по телефону, що ще її не бачила й що сподіваюсь побачитися з нею в четвер.

**10.** Translate the following text into English using Perfect, Continuous and Perfect Continuous Tenses as necessary.

На сьогодні у Києві зареєстровано 16 тисяч безробітних, з них 13 тисяч є безробітними понад 3–4 місяці. Вакансій у столиці – 27 тисяч, з яких половина – робітничі професії, третина – професії службовців, решта – для людей без спеціальності.

Як передає кореспондент УНІАН, про це повідомив сьогодні на прес-конференції Київський міський голова. “Таким чином, маючи ринок праці, повністю забезпечений робочими місцями, ми маємо безробіття. Це хороший показник, тому що ті громадяни, які безробітні, шукають роботу кращу, тобто більш високооплачувану, ніж їм пропонують”, – сказав він.

За інформацією мера столиці, за 5 місяців поточного року послугами Центру зайнятості Києва і 10 районних центрів зайнятості скористалися й були працевлаштовані понад 12 тисяч громадян.

Середня зарплата у Києві за 5 місяців становила 1 тис. 115 гривень. Щодо стану заборгованості із заробітної плати в Києві мер по-

відомив, що за 5 місяців поточного року обсяг заборгованості скоротився до 6 млн гривень. Із загальної суми заборгованості понад 70% припадає на підприємства, установи та організації, які є підрозділами органів виконавчої влади. За словами мера, керівництво столиці веде активну роботу у цьому напрямку з міністрами й урядом.

Мер повідомив, що для прискорення вирішення цього питання прем'єр-міністру України було направлено листа з проханням внести відповідні зміни до чинного законодавства. Він також зазначив, що в Києві “в бюджетних сферах заборгованості по виплаті заробітної плати немає.”

*(УНІАН, 2005)*

## **Writing**



A **Cover letter** goes together with a resume, or a CV. It is important to address the person you are writing to correctly, state the position you apply for, mention your relevant work experience, or in the case of no experience you should mention relevant education. Motivation is important in both cases, as well as the names of those people with whom you worked and who agreed to give you a reference letter if necessary.

1. Write an application letter to a potential employer using the following texts as guidelines. Note that the first sample is good for somebody who has experience relevant for the sought position. The second sample will help those who are fresh from university and do not have the relevant experience.

### **Cover letter 1**

Apt. 20,  
5a, Khreshchatik  
Kyiv,  
01001  
Ukraine  
Tel. home: (380 44) 000 00 00  
Tel. mob: (380 67) 111 11 11  
E-mail: me@yahoo.com

**For the attention of Darren Smith  
Human Resources Manager,  
(Big European Company)**

Dear Sir,

I have been working as an interpreter and translator on the UN Global Project in Kyiv, Ukraine, with John House, amongst others, and this UN project, as you may know, is now coming to a close. Consequently I am now looking for a new position.

Although John House, Program Manager at the UN Project, who I know to have been a former colleague of yours, may have already passed my CV to you, I have attached a copy below in the event that it may be of use to you in your planning in the near future. I would very much like the opportunity to continue working in the area of Global Project in the commercial world.

I look forward to hearing from you soon.

Sincerely yours,

Petro Petrenko

**Cover Letter 2**

Apt. 20,  
5a, Khreshchatik  
Kyiv,  
01001  
Ukraine

Tel. dom: (380 44) 000 00 00

Tel. mob: (380 67) 111 11 11

E-mail: me@yahoo.com

**For the attention of Darren Smith  
Human Resources Manager,  
(Big European Company)**

Dear Sir,

I have heard that you are currently in the process of recruiting staff for the Kyiv office of Big European Company. I would very much like the opportunity to meet you and describe why I would be a good candidate for the position of salesman.

Although I have only just graduated from L'viv University with an honours degree, I can already show that I have strong inherent abilities to communicate, sell and succeed. As you may see from my attached CV, I have already worked part-time in several companies while gaining my degree that have given me a good grounding in commercial business practise. My abilities to communicate clearly and effectively, to persuade and to successfully meet the targets set for me in each job make it clear to me that I want to succeed in sales at such a respected organization as Big European Company.

My degree is in English and so I also have the ability to clearly communicate directly with you and your colleagues at Big European Company – I very much look forward to the chance to do so.

Yours sincerely,

Petro Petrenko

*Note: If you're writing to "Big American Company", then you need to attach your **résumé** and to meet **with** (or speak **with**) the person you're writing to. Your degree, if *диплом з відзнакою*, will be **cum laude** rather than an honours degree. Don't forget when detailing the dates of education or work that American reverse the month and date, so 9/11 refers to the 11th of September and NOT the 9<sup>th</sup> of November, as it would in Europe.*



**CV (Résumé)** In a CV (the name you use if your potential employer is European) or a *résumé* (if they are American) you should give your qualifications relevant to the position you want to obtain, your education, very brief personal detail and a summary of your work history. If you're a recent graduate, you need to highlight temporary jobs, university societies where you were active or any special knowledge that differentiates you from the rest. Don't make your CV long, remember that your potential employer may be very busy indeed. He or she will appreciate it if it not longer than two pages and to the point. Don't give any unnecessary irrelevant information. In the case that your CV is for a recruitment company you may provide more information, as your CV stays with them and may be used time and time again, for different placements. They will select the most appropriate elements for a particular vacancy. Note that work history is usually given in reverse order starting from the last or current position and going to the first ones, but not everyone agrees on that. Don't leave gaps in time without explanation or the immediate assumption is that you were in prison or a secure institution! Many managers recruiting staff also like a short, sharp paragraph or two telling them clearly why you are especially well suited to the job vacancy. Most important, never lie because if you're caught out later, many companies will simply sack you as you cannot be trusted.

2. Write a CV to go together with your cover letter. Do a CV for yourself as if you were to start looking for a job now, and then for your friend.

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## CURRICULUM VITAE

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### Petro Petrenko

apt. 20, 5a, Khreshchatik, Kyiv, Ukraine, tel. (044) 000 00 00

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### Summary of qualifications

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A highly skilled interpreter at business meetings, presentations and conferences, I have both directly translated and managed the translation of contracts, proposals, legal and accounting documents, technical texts and advertising material. I have translated texts from Ukrainian and Russian into English and from English into Ukrainian and Russian. I have significant experience of simultaneous translation at business discussions. Areas of expertise include: legal (in particular, title registration), banking, finance and texts of contracts. I provided business support for a General Manager for over two years in the role of personal assistant.

I am a self-starter, active, well organised, positive and eager for knowledge.

Experience in Windows and Microsoft Word.

Excellent command of English, Russian, Ukrainian, passive knowledge of German and French.

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### Education

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National Shevchenko University, Kyiv. Department of Western Languages and Translation. Qualifications obtained: linguist, lecturer and translator of English, German, French *1993–1998*

Masters Degree in English Linguistics received 20 June 1998 *1998*

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### Personal details

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- Age 29
- Married, no children
- E-mail: me@yahoo.com
- Nationality and citizenship Ukrainian
- Driving licence, car owner
- Home number: (044) 000 0000

**EU TACIS Name of the Project**

*30/6/2003-present*

*Interpreter*

Job functions: interpreting at sessions of the Consulting Group of the Cabinet of Ministers of Ukraine, business meetings and conferences. Translation of title registration and other documents into English and Ukrainian

**World Bank**

*Free-lance interpreter*

*Dates*

Job functions: interpreting at business meetings, round table discussions, conferences, translating as required

**British Embassy in Kiev**

*Free-lance interpreter*

*Dates*

Job functions: interpreting at business meetings for experts of the British Know-How Fund and at receptions in the British Embassy

**Name of the Company**

*Interpreter – business assistant*

*Dates*

Job functions: interpreting, translation, preparation of contract texts, compiling materials about the corporation, arranging meetings, demonstrations and presentations, holding a database for promotion materials and managing the work of three translators. During office start-up I was also involved in finding office premises, dealing with renovation issues, acquisition of office equipment and many other related administrative functions

**Name of the Company**

*Office administrator*

*Dates*

Job functions: making and receiving telephone calls, sending faxes, writing letters, filling out orders, translation, copying



***Linguists' headaches***

**Word order of simple sentences** One of the peculiarities of English is how both word order and intonation of spoken English are essential to the meaning of even the simplest sentence. A good author will always either

avoid unclear implications or engineer the context to ensure that the correct meaning is as clear as possible. The example below *Are you right?* is typical of a phrase from a dialogue and any Ukrainian author is advised to speak aloud such phrases with different intonation, should they write them, to check for ambiguities.

Below are the usable combinations of *all, are, right and you* with definitions of each meaning.

**You are right.** This is the straightforward expression using these words to signify that the speaker believes that someone is correct. A stylistically colourful way of emphasising that someone is correct and that the speaker wholeheartedly agrees is '**Right is what you are!**'

**Right you are.** Most commonly met in Irish where it is very frequently used, but also used in other regional British dialects, especially the North West of England. It has two major meanings, the first that of agreement to end a topic of conversation. Equivalent to 'гаразд' with English synonyms such as 'Right, that's fine' or 'Well, OK then'. The second is when it is used at the end of a conversation when it is equivalent to, for example 'ходимо вже', with English synonyms such as 'OK, let's go' or 'Right, I'm off. See you'. The Irish are perhaps more likely to use the first meaning and the NW English the second, but both are clearly understood across the UK.

**Are you right?** has at least three distinct meanings, each of which depend on the logical stress and intonation used.

– *Are you right?* implies disbelief and is a request to check the facts.

– *Are you right?* implies that someone else had been believed but facts have now come to light which may cause the speaker to change their mind.

– *Are you right?* implies that the speaker is rather surprised but believes whoever is being spoken to.

**Are you all right?** used to be a simple question to confirm that the person being spoken to is not unwell or ill, or injured after a minor accident. Today the meaning has changed totally and this has become a set phrase used mostly in shops by shop assistants to say "*Can I help you?*"

**You're all right** is a way of saying "*I like you*" without any sexual connotations and may equally be used by male to male, male to female or vice versa. A very commonly used phrase in Australian English.

*Note that the frequently used \*alright\* is still not acceptable in formal English although many examples of its use may be found. All authorities clearly state that this shortening is wrong.*

**Task:** Complete the following phrases or think of responses to them in the situations given below:

1. I've been thinking about what you had said, and yes ....
2. Now that I know you better I really believe ...
3. That was quite an unfortunate fall ....
4. Everything is settled for tomorrow.
5. I can't believe it ...
6. Those facts need to be checked ...
7. ... Now after what I heard I may believe you.

**Translate into English:**

1. З тобою все гаразд?
2. Ти хлопець те що треба.
3. Хіба ти маєш слухність?
4. Ти правий?
5. Добре, побачимось.
6. Ти таки дійсно маєш рацію.
7. Маєш рацію.
8. Гаразд, домовились. Бувай.

## ***Developing translation skills***



**Translation** is a process of inter-language and inter-cultural communication when, after special translation analysis of the Source Language Text (SLT), another communicatively-equivalent text is created in the Target Language (TL).

It is essential to recognize and acknowledge that SLT submitted for translation undergoes a number of changes known **as translation transformations**. These are inter-language changes of meaningful verbal signs.

Translation transformations, however arbitrary, can be observed on different levels of language hierarchy: grammatical, lexico-semantic and stylistic.

Translation theory distinguishes several types of translation transformations. The most traditional among them are: transposition/permutation, substitution/replacement, omission, addition and compensation.

### *(1) Translation transformation of transposition/permutation*



**Transposition/permutation** is a change in the order of linguistic elements: words, phrases, clauses and sentences in the TL (Target Language) as compared with the SL (Source Language). This



change may be caused by many reasons. Among them the necessity of preserving intact the functional sentence perspective (the rheme and the theme), which traditionally may take different places in two languages. The rheme (the part of the sentence giving new information about the theme or topic of an utterance) in Ukrainian tends to take a final position in the sentence, whereas in English it is not necessarily so, compare: *Після обіду подали сигарети. Cigarettes were offered around after lunch.* Specific rules of adjective and adverb order represent another reason for transposition, compare: *black Spanish leather boots – іспанські чорні шкіряні черевики, to breath hard – важко дихати.* The final position of clauses of condition and time in English may often take the initial position in Ukrainian, e.g. *It'll be done as soon as we agree on certain points. Як тільки ми домовимось щодо деяких питань, справу буде завершено.* Many other such changes in the order of TL units may be required to make the translation sound natural, adhere to the standards and norms of the TL, which of course is easier when you translate into your native tongue.

**1.** Go back to your translation of Ex. 18 (Section B) and analyse what particular transpositions had to be applied and why.

**2.** Translate the following sentences into Ukrainian bearing in mind the necessity of transposition. Compare the word order in the original sentences and in their translations. Explain where exactly transposition took place.

**A.** 1. There's no such thing as a job for life any more. 2. You sound more like a politician than my wife, the doctor, sometimes. 3. You need to get the words right too. 4. As sure as you turned up half an hour late for our wedding? 5. I'm not rising to that one.

**B.** 1 He brought no flowers, but his appearance was quite a nice surprise for Jane anyway. 2. The family had no future in this hellhole of complete unemployment. 3. He was breathing hard and sweating profusely. 4. If you want that car for that price, then it's a done deal, by me. 5. She will be up again at six tomorrow. 6. There were four of them seated together at a table in the officer's club the last time he and Poldark had called each other crazy. 7. There was never a dull moment. 8. He wasn't used to wearing a suit and tie, and felt quite out of place at the cocktail party. 9. The company will lose too much money on current stock if prices plunge. 10. A match flared in the darkness. 11. He trembled as he looked up. 12. To take advantage of their land's diversity, Mongol villages had to be mobile. 13. I'll be back here as soon as winter comes. 14. Keep your luggage with you at all times. 15. Immediately, his companions saw what he was after. (D. Dunnnett). 16. And yet the lad was inventive, by God (D. Dunnnett).

3. Translate the following sentences into English applying transposition wherever necessary.

1. Перші новини про нього надійшли тільки пізно ввечері. 2. Пізніше з'ясувалося, що поєднання лихварства та фарбувальної справи виявилось щасливим. 3. Уже два дні вона була у себе вдома. 4. Про батька Кателіна брехати не могла. 5. Цього разу на першому місці була дівчина. 6. Крім того, на березі були люди. 7. Почулися голоси, загавкали собаки. 8. Серед них було і двоє робочих. 9. Але він при цьому зовсім не дивився на Джуліуса, він дивився на грека. 10. Хлопець не вмів добре плавати. 11. Серед цікавих стояв високий темнобородий спокійний чоловік. 12. Нічого не можу обіцяти тобі, хлопче. 13. На обличчі Клааса з'явилася щаслива усмішка. 14. В нього не було грошей, зате була голова на плечах. 15. Двоє швидко бігли й репетували на ходу. 16. Гість ввічливо спитав. 17. Це нас аж ніяк не цікавило.

## (II) Compression and decompression in translation



It is well-known that the length of two texts in Ukrainian and English may not be the same. This can be explained by the use of the compressed forms in both languages. By **compression** we mean any shortening of the number of the sentence elements or omission of such elements in translation. The reasons for the use of compression in translation may be quite different: such as the specific features of grammatical structure of the TL, stylistic or pragmatic factors etc.

**Decompression** is the opposite process to compression, i.e. the increase in the volume of the text in the TL as compared to the SL text. The reasons for decompression include differences in grammatical structure and the inherent vocabulary of the two languages, different speech patterns and the traditions of speech. When translating from Ukrainian into English, decompression, among many other things, includes addition of possessive and other pronouns, e.g.: Він підняв руки. He raised his hands. Не встигнеш і слова сказати, як вже наразитися на небезпеку. Even before you can say a word, you'll be in trouble. For more examples of decompression see: *Addition* in Lesson 2.

1. Translate the following sentences from the dialogues of the Lesson. Analyse the cases of compression and decompression in them.

1. You never know what might really be available. 2. I would never believe that a serious company would put vacancies on a scruffy, illiterate site. 3. They made nearly half the workforce redundant. 4. Would it sound better

if you said that you “left to further your career by seeking new challenges and opportunities”? 5. We’re all stuck with this careerist jargon. 6. Many “cute” alternatives to avoid the negative impact have also recently appeared, the most popular of which seems to be “rightsizing”.

2. Translate the following sentences into Ukrainian using compression as necessary. For the last sentence, check a dictionary of idioms.

1. They say there might be new job openings in this company soon. 2. You see, there’s not much point in spending so much time and effort on this task right now. 3. Even before you enter the room, you start to feel the special atmosphere. 4. Don’t think it, say it. 5. Everybody expected a positive answer, but the girl just shook her head. 5. It was clear they would not spare my life. 6. I got my chance in a very unexpected way. 7. Drying his wounds, he donned his ankle-length, hooded robe (Dan Brown). 8. Everyone inside the office nodded their understanding (Dan Brown). 9. She wrinkled her nose. 10. Her back to him, she poured wine in generous measure (D. Dunnett). 11. She gave him his wine and stood for a moment holding her own (D. Dunnett). 12. He kept looking at his watch, expecting them to have finished their mission. 13. He rolled over, sat up and forgot his hunger, his losses, his misery. 14. Me, myself and I (an idiom).

3. Translate the following sentences into English using compression as necessary.

1. Управлінці, для яких час багато значить, намагаються зійти з літака швидше за всіх. 2. Вираз її обличчя наче говорив: “Ти мені вже так набрид”. 3. Ці гості, що з’явилися на годину раніше, вже встигли дошкулити хазяйці. 4. Очікується, що уряд вживе заходів для збільшення робочих місць. 5. Цей засіб для миття посуду мені дуже подобається. 6. Іан Ранкін вважається одним з найкращих сучасних майстрів детективного жанру. 7. Це спало мені на думку, коли я йшов лісом до дачі. 8. Переговори з позиції сили нічого не дадуть. 9. З точки зору історії цей факт не доведений. 10. Окрім того, у рамках зустрічі двох прем’єр-міністрів було підписано угоду про двосторонню співпрацю. 11. Умови ведення підприємницької діяльності були детально прописані в законі. 12. Треба зважити на те, що вони давно живуть у цьому місті. 13. Ця економіка, що колись процвітала, тепер переживала складні часи. 14. Човен уповільнив хід і тихо зупинився біля причалу.

4. Translate the following sentences into English using decompression.

1. Не встигнеш і слова сказати, а він вже тут. 2. Розумієш, він і так би не отримав цю посаду. 3. Кажуть, на цьому підприємстві заробітна плата вища, ніж будь-де. 4. Ну то й скажи. Чого ти мовчиш? 5. Вони швидко натягли уніформу і були готові до роботи. 6. Останні слова мовив уголос і втямив, що знову сказав щось не вельми розумне (І. Мушкетик). 7. Сам колись був січовиком і вашого брата наскрізь бачу (І. Мушкетик). 8. Він зітхнув і опустил голову, уквітчану темними хвилями густого, злегка закучерявленого волосся... (В. Малик). 9. Кузьмище витер широким рукавом рота і бороду... (В. Малик). 10. Княгиня чула, як син пройшов сінми, відчинив двері (С. Скляренко).

### *Developing interpreting skills*

1. To develop *memory skills for oral translation* practice the following “snow ball” repetition. Repeat the sentences after your teacher without looking at the text:

**A.** It’s more effective than the alternative.

It’s more effective than the alternative – lying on your résumé.

It’s more effective than the alternative – lying on your résumé and hoping you get an interview.

It’s more effective than the alternative – lying on your résumé and hoping you get an interview with someone who has poor perception.

**B.** Companies will have an abundance of good applicants.

For the first time in history, companies will have an abundance of good applicants.

For the first time in history, companies will have an abundance of good applicants for every job opening.

For the first time in history, companies will have an abundance of good applicants for every job opening in the “medium-skill” level.



### *Translator’s nightmare*

**Challenge** This word as a noun is especially important in business because it conveys a positive attitude to an objective or a problem. Because of this, the word is used very often in English and belongs to a stratum of words

which do not have a dominant dictionary equivalent, but are translated relying mostly on the context. Such contextual translations may include such Ukrainian words as “завдання”, “робота”, “проблема”, “обов’язки”, and other such words and expressions. Bear in mind that when translating from Ukrainian, the word ‘challenge’ should be used to give a positive, proactive approach to a situation, reserving ‘objective’ for neutral situations and ‘problem’ for negative contexts. In other words, if you are given something to do, then there may be three connotations to the situation:

If you regard the task as a challenge, you are being positive and proactive.

If you regard the task as an objective, you are being neutral.

If you regard the task as a problem, you are being negative.

The other meanings of the noun ‘challenge’, in a context broader than Business English, include an objection (заперечення), a calling into question (оскарження судового рішення), a sentry’s demand for a password (оклик вартового) and an invitation to take part in a trial or a contest (виклик на змагання тощо).

**Task:** translate into Ukrainian:

1. He was given the challenge of re-writing the instruction manual.
2. She resigned from her job as she was looking for a new challenge.
3. She regarded her new role as Human Resources Manager an exciting challenge.
4. He faced a new challenge in his career when the company was re-organized.
5. We accepted the challenge to participate in next summer’s Games.
6. The Supreme Court made a challenge to the decision of the City Court.
7. She felt that she was obliged to make a challenge to his version of the sequence of events on that night.
8. He stopped when the Officer on duty at the gate made a challenge.
9. For the geographically and historically challenged, could you tell us what region today constitutes Eleanor’s Aquitaine?

**Opportunism** is, in English, the seizing of opportunities when they occur. This is the adaptation of actions, plans or policies to take into account new or changed circumstances and is almost always regarded as positive and proactive, especially in business. The Ukrainian word “опортунізм” from Communist ideology is the making of often unpalatable concessions

to the bourgeoisie. To avoid the wrong connotations, take care when translating the word from English. The Ukrainian translation in each particular case is dependent on the context. The options are: “вміння або бажання скористатися можливістю”, “пристосуванство”, “гнучкість підходів”, “авантюризм” etc.

**Task:** translate into English:

1. His goal, following a long run from midfield followed by a skillful shot, was a wonderful example of opportunism.

2. A classic example of opportunism is the introduction of miniaturized cameras being incorporated into mobile phones to increase sales and usage of both technologies.

3. Her opportunism in assuming the responsibilities of the director who resigned led to her promotion in a short space of time.

4. Darwinism is seen by most as Mother Nature’s opportunism.

5. The Conservatives have been guilty of opportunism in opposing government policies simply for the sake of opposition, the shadow education secretary has conceded.

6. There is a major debate taking place as to whether the aid donated following the 2004 Tsunami is being used for reconstruction or simple economic opportunism.

**Variant** A variant is something which differs in form or details from a standard, e.g. variant spelling, there are forty variant forms. This expressly means that there is one standard or normal item and its variants are those which are modifications. This use dates from the middle of the 19<sup>th</sup> century and is most likely to be found in fiction from that period. It is a word rarely used in contemporary English. There is also a specialist mathematical definition for variant. The options in Ukrainian may include in addition to “варіант”: “модифікація”, “мутація”, “підвид”, “різновид”, “перемінна” etc. The word ‘variant’ in English is very frequently used by many Ukrainians to translate ‘варіант’ although this is usually wrong and *option*, *alternative*, *preference* or *choice* express that which is meant in English.

**Task:** analyze the following passage and translate it into Ukrainian. Note the difference in the volume of the English word “variant” and the Ukrainian “варіант”.

After we decided on our choice of the course of action, there still remained several alternative options as to exactly how we should go about the task. My preference was to tackle the job in one go, while Steve felt that we should go for a less dramatic alternative and modify the elements gradually over several days. Rob felt that our best approach was to take a compromise option and spread the load over two days.

**Task:** translate into Ukrainian the following, paying careful attention to what the writer intended.

1. It was a debased and impoverished variant of the real thing.
2. Genetic variants coexist within a single interbreeding population.
3. Beowulf's fight with the dragon is merely a variant on his fight with Grendel.
4. The variant spelling *prophesy* is now confined to the verb. (SOED)
5. He introduced a variant into the equation to study its effect.

**Translate into English:**

1. Інших варіантів немає, доведеться робити, як ти сказав.
2. Ти вибрав найгірший варіант з усіх можливих.
3. В рівняння була введена змінна.
4. Цей варіант вимови даного звуку широко розповсюджений на півдні Англії.
5. Різновиди цього птаха зустрічаються в наших лісах.