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ФГБОУ ВО «Удмуртский государственный университет»
Институт языка и литературы
Кафедра перевода и прикладной лингвистики
(английский и немецкий языки)

WORK and SKILLS

Часть 2

Учебно-методическое пособие



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Рецензенты: канд. филол. наук, доцент, зав. каф. романской филологии, второго иностр. яз. и лингводидактики И.А. Федорова, канд. филол. наук доцент каф. перевода и прикладной лингвистики (англ. и нем. языки) Т.С. Шмелева.

Составитель: Голубкова О.Н.

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Учебный комплекс *Work and skills* (Работа и навыки) состоит из двух частей. Вторая часть содержит возможные варианты ответов на задания по четырем основным аспектам изучаемой темы, включая материалы *About work and professions* (О работе и профессиях); *Skills* (Навыки и умения); *Earnings and taxes* (Доходы и налоги); *Ongoing changes at work* (Изменения на рабочем месте).

Материалы учебно-методического пособия (часть 2) адресованы преподавателям, работающим со студентами старших курсов языковых направлений в рамках практического курса английского языка.

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Предисловие

Вторая часть учебного комплекса содержит ключи к отдельным упражнениям и заданиям. Все ключи носят рекомендательный характер и могут использоваться и предъявляться по усмотрению преподавателя.

Не все ответы в заданиях пронумерованы, так как они, в основном, предназначены для обсуждения на практическом занятии в аудитории, поэтому у студентов будет необходимость прочитать вслух все предложение или словосочетание, что позволяет тренировать произносительные навыки и навыки понимания на слух.

Краткие ответы на задания по работе со словарем приведены в таблицах для удобства восприятия. Они могут быть дополнены, по усмотрению преподавателя, за счет примеров в виде предложений, содержащих изучаемое слово, а также устойчивых словосочетаний и добавления однокоренных слов с дополнительными аффиксами.

Задания, направленные на обсуждение текстов, предполагают запоминание слов и словосочетаний с учетом перевода с английского языка на русский и с русского языка на английский. Они расположены последовательно и могут использоваться для тренировки запоминания в обоих направлениях перевода.

Некоторые ключи, включая ответы на задания теста, даны с полным повторением текста оригинала, так как предполагается, что преподаватель будет использовать текст ответов на экране компьютера и не предполагается его распечатка. Как показывает опыт использования электронных учебных материалов, такой подход оказывается более удобным и практичным, так как совпадают тексты, которые есть у студентов и у преподавателя, при этом преподаватель имеет доступ к необходимым рекомендациям.

Part 1. About work and professions

Task 1.2 A. Match a to b to form words describing different kinds of workers and professionals.

a	b
refuse	collector
business	executive
computer	programmer
graphic	designer
assembly line	worker
talent	scout
plastic	surgeon
dental	hygienist
civil	servant
general	practitioner
sound	technician

B.

Creative work	Manual work	Professional work
graphic designer talent scout sound technician	refuse collector assembly line worker	business executive dental hygienist computer programmer plastic surgeon civil servant general practitioner

Task 1.4 Which words or phrases form collocations with make or do? Fill in the following table using the words below.

make	a suggestion, an offer, an examination, a profit, sure, a choice, room for (somebody/something), the best of,
------	---

	use of, a complaint, a mistake, certain, a journey, an effort, an arrangement, the most of, a discovery, a decision, money, fun of, an enquiry.
do	(someone) a favour, homework, damage, one's best, harm, an exercise, one's duty, a course, business, good, housework, work.

Task 1.5 Translate the sentences into Russian paying attention to the collocations with make and do.

1. It's late. I'm afraid I'll have to make my excuses and leave.
Уже поздно. Боюсь, мне нужно идти. Приношу свои извинения.
2. They made an arrangement to organise an online seminar on the question of taxation.
Они договорились провести семинар по вопросам налогообложения в режиме онлайн.
3. We can make do with the provisions we have been recently supplied with.
Мы можем обойтись теми продуктами и материалами, которые нам недавно привезли.
4. I'll have to make a few enquiries and get back to you.
Мне нужно навести справки, и затем я сразу к вам вернусь.
5. That'll do nicely, thank you.
Спасибо, это подойдет.
6. This is the fourth time you've been late this month; it simply won't do.
Вы опоздали уже четвертый раз за этот месяц. Так не пойдет.
7. What do you do?
Где вы работаете?

Task 1.6 Translate the sentences from Russian into English paying attention to the collocations with make and do.

1. Я сделаю все возможное, чтобы закончить свою курсовую работу в назначенное время.
I'll do my best to complete my course paper on the time appointed.
2. Он отодвинул в сторону книги и бумаги на своем столе, чтобы освободить место для другого компьютера.
He moved aside the books and papers on his desk to make room for another computer.
3. Его бизнес не приносит большой прибыли.
His business doesn't make much of a profit.
4. Прежде чем войти, следователь осмотрел взломанную дверь.
Before entering, the investigator made an examination of the door which had been forced.
5. Они договорились организовать онлайн-семинар по вопросам налогообложения.
They made an arrangement to organise an online seminar on the question of taxation.
6. Мы можем обойтись теми продуктами, которыми нас недавно снабдили.
We can make do with the provisions we have been recently supplied with.
7. Не могли бы вы оказать мне услугу и посетить онлайн-семинар вместо меня?
Could you do me a favour and attend the online seminar instead of me?
8. Мне придется сделать несколько запросов и вернуться к вам.
I'll have to make a few enquiries and get back to you.

Task 1.7 Make up collocations with the words work and job using the words given below. Fill in the table.

work	mate; load; place; shop; bench; station; centre; horse
job	satisfaction; title; description; centre; prospects

Task 1.8 Complete the sentences using either work or job.

1. Decorating that flat was hard work.
2. After the break we set to work.
3. Both my parents have full-time jobs.
4. Have you got a lot of work to do?
5. I'm thinking of applying for a new job.
6. Repairing the tire shouldn't require much work.
7. She put a lot of work into organising the wedding of her niece.
8. She's just started a job with a big insurance company.
9. The competition in the job market is currently stiff.
10. The exhibition includes *works* by Levitan and Savrasov.
11. The report is a thorough piece of work covering all aspects of the case.
12. The teacher said she was pleased with my work.
13. These projects will help create jobs in rural areas.
14. With a bit of hard work and determination we might still finish the report on time.

Task 1.9 Dictionary work. Look up the following words, give their definitions, derivatives and collocations. Fill in the following table.

word	definition	useful phrases / collocations	derivatives
work <i>n, v</i>	to do something that involves effort, especially as part of a job; to function	work at, work in, work for, work out	worker <i>n</i> a working <i>adj</i> overwork <i>v</i> hard-working <i>adj</i>
job <i>n</i>	employment, paid work	a full-time/part time job	jobless <i>adj</i> joblessness <i>n</i>
profession	a type of job that needs special training or skill, especially one that needs a high level of education	by profession	professional <i>n, adj</i> professionally <i>adv</i>
career	the job or a series of jobs that you do during your working life, especially if you continue to get promoted	a medical career an academic career a successful career	career-minded <i>adj</i>

employment <i>n</i>	work, especially when it is done to earn one's living; having a job	full-time/part- time employment; employment opportunities	employ <i>v</i> unemployed <i>adj</i> unemployment <i>n</i> employee <i>n</i>
labour	work, especially physical work	skilled labour; cheap labour; manual labour	labourer <i>n</i>
staff	all the workers employed in a company or firm	staff members; staff shortage; staff training	overstaffed <i>adj</i> understaffed <i>adj</i> short-staffed <i>adj</i>
skill	the ability to do something well especially after being trained	transferable skills	skillful <i>adj</i> skillfully <i>adv</i> unskilled <i>adj</i>

Part 2. Skills

Task 2.1 Which of these professional qualities are the three most important for each of the following jobs? What are the other characteristics of a successful worker? If you need to, you may add two or three attributes of your own. Explain how you understand each of the attributes mentioned. Look up the words in the dictionary if necessary.

IT engineer translator/interpreter director of a firm
businessman social worker

decisiveness	решительность
intuition	интуиция
vision	дальновидность, прозорливость
assertiveness	уверенность
flexibility	гибкость мышления
fairness	объективность
good humour	добродушие, отзывчивость
openness	искренность
determination	целеустремленность
humility	скромность
specialist knowledge	профессионализм
stamina	выносливость

Task 2.3 Match an important 21st century skill to its definition. Add what you can about the skill and give your tips how to develop it. Can you name any other skills that are likely to be appreciated by the employers? Analyse which ones you are good at and which you consider your weaker attributes requiring efforts to be developed.

decision-making	умение принимать решения
adaptability	умение приспосабливаться к обстоятельствам
time management	умение управлять ресурсом времени
flexibility	гибкость мышления
digital literacy	цифровая грамотность
communication literacy	умение общаться
problem-solving	умение решать проблемы
imagination	воображение
creative skills	творческие навыки
management skills	управленческие умения

decision-making	d. ability to evaluate a situation and be confident in making a decision
adaptability	j. willingness to change in order to suit different conditions
time management	i. ability to set achievable goals in the appointed span of time
flexibility	h. being ready to introduce changes into the plan of work or working routine for the best results

digital literacy	g. using information technology for raising productivity and efficiency of work
communication literacy	c. ability to negotiate and discuss key issues and write the results of the discussion in a clear and concise manner
problem-solving	b. ability to see the problems before they happen and to come up with solutions
imagination	a. ability to imagine new ideas and new approaches
creative skills	e. being original at solving problems
management skills	f. ability to arrange and control processes and employees

Task 2.5 Read the extract from a blog. How would you have reacted?

People say you should *think twice* before making life-changing choices. And while I don't like *to rush into decisions*, especially important ones, sometimes you have to *grab an opportunity* when it presents itself. Last year, my company opened a new regional office and asked me to be the manager. I was speechless when they offered to promote me so quickly. I'd only been with the company for six months. For a minute, I couldn't *think*

straight. I made a point of saying I would work very hard and make a success of it.

b. Match the italicised words in the text to the definitions.

word from the text	Its definition
think twice	think carefully before deciding to do something
rush into decisions	to take a chance with enthusiasm
grab an opportunity	do something without thinking about it carefully
think straight	be able to think clearly
make a point of saying	make sure you do something because it is important or necessary

c. Complete the sentences using the ideas that are personally relevant for you. *Ответы могут быть следующими.*

1. You should think twice before you decide to promote one of your employees.
2. Some people don't like to rush into decisions especially when they think what profession to choose and what college to enter.
3. Sometimes I feel I should grab an opportunity especially when I am offered a job where creative skills are needed.
4. More often than not, people can't think straight when they are exhausted after a very hectic working day, they need rest.
5. When my brother entered the university he made a point of saying to the family that he would do his best and study hard to graduate with honours.

Task 2.11 Complete the sentences expressing the same meaning as in the original sentences.

1. The company didn't employ enough staff. Its productivity went down.

If the company had employed enough staff, its productivity wouldn't have gone down.

2. People often make emotional decisions. These decisions are poor ones.

If people don't make emotional decisions, their decisions will be good ones.

3. What would have happened if you had made the decision based on your gut feeling?

Supposing you had made a decision based on your gut feeling, what would have happened?

4. Can you think how things would be different if you hadn't passed your internship period in your new job?

Just imagine you hadn't passed your internship period in your new job, how would things be different?

Task 2.17 Match a word to its definition.

word	definition
confident	the quality of being certain of your abilities or of having trust in people, plans, or the future
employee	someone who is paid to work for someone else
manage	to be able to attend or do something at a particular time

manage	to succeed in doing or dealing with something, especially something difficult
promote	to raise someone to a higher or more important position or rank
unemployment	the number of people who do not have a job that provides money
train	to prepare someone or yourself for a job, activity, or sport, by learning skills or by exercise

Task 2.18 Complete the questions with some of the phrases given below. Use the definitions in brackets to help.

1. What sorts of things do you tend to leave **to the very last minute** (the latest possible time)? Do you think this is an effective thing to do? Why/Why not?
2. What makes you feel you are really **up to speed** (aware of the most recent developments) with all the new technology? Which areas do you feel you are a little **behind the times** (old-fashioned) in?
3. **With hindsight** (thinking now about the past), can you think of a decision you've made that you regret? What happened? What was the result?
4. Can you think of a situation where **time flies** (time seems to pass very quickly)? What happens?

c. Explain the meaning of the phrases that were not used in your answers. Make up sentences to show the realisation of their meanings in the context. Ответы могут быть следующими.

A phrase	context
time and again	I've told you time and again to come to your working place no less than ten minutes before.
time management	A one-day training course covered most effective time-management skills to improve productivity.
time really drags	Time really drags when you are waiting for somebody.

Task 2.20 A. Give synonyms for the following words from the text above.

A word or a phrase	Synonym from the text
deep in your mind	at the back of your mind
intend	mean
boost	energy lift
feel sorry	regret
postpone	put off
thinking	speculating
results	outcomes

Task 2.21 Read the text. Choose the verb form in italics to complete the sentences. Entitle the text.

It is often suggested that children learn more quickly than adults because they are more open-minded. Adults think they know it all.

And recent research backs it up. Groups of young children and adults are tested on their ability to understand cause-and-effect relationships in a number of contexts that were completely new to

them. The research found that given a novel problem, children 1 *will approach* it flexibly, trying out any number of possible solutions, whereas adults 2 *will tend to* draw more on the existing knowledge and experience.

This knowledge about how the world works can be useful because it allows us to make sensible predictions in many situations. However, it also means that people 3 *will often be ignoring* the evidence in front of them, falling back instead on conventional assumptions and approaches. Although we like to talk about creative thinking, in many situations, we 4 *won't even consider* ideas that don't fit with our rather fixed world view and we too easily discount things we believe 5 *won't work*.

In a rapidly changing modern world, this mindset becomes especially limiting. Consider a student at university today who learns a bunch of facts about our current state of knowledge in a particular field. By the time they get into the job market, much of that learned knowledge 6 *will have become* out of date, as technology constantly moves on, and the problems 7 *they'll have to* deal with won't be the same as the ones they studied so conscientiously in the classroom.

Tomorrow's graduates 8 *will need to* be much more open-minded and to try to be creative to solve the new problems that changing technology and circumstances will undoubtedly throw up. It seems likely that the most innovative minds of the future 9 *will embrace* an element of childlikeness. 10 *They'll take* a refreshingly naïve approach to things, ignoring what they think they know and playing around with possibilities that others have dismissed.

Part 3. Earnings and Taxes

Task 3.1 Fill in missing words.

What is the difference between the words *salary* and *wage*?

Both words refer **to** the amount of money that an individual receives **for** the services that he has rendered. ‘Wage’ is usually paid **to** those people who are involved **in** manual labour; people whose tasks involve more physical than mental effort. Servants, gardeners, electricians, plumbers, factory workers receive the payment called the wage. These workers are usually paid **on** an hourly / daily / weekly basis. Public sector offices hire people **on** ‘daily wage’; and these workers receive their wage **at** the end **of** the day; the end **of** the week, or **at** the end **of** the month.

‘Salary’, **on** the other hand, is paid **to** professionals and people who do not perform manual labour. Such people are sometimes called ‘white-collar workers’. If you have a white-collar job, i.e. a job that does not involve manual labour, you receive a salary. Teachers, clerks, bank managers, income tax officials, are some **of** the people who get paid a salary. It is usually given **on** an individual **or** a regular basis – it could be weekly, monthly, etc. – and unlike ‘wage’, the salary that an individual receives is usually fixed. While a wage earner may receive extra money if he works a couple **of** hours more, a person earning a salary does not usually get anything extra **for** working more hours.

Task 3.7 Give synonyms for the following words and word combinations from the text.

A word or a phrase	A synonym from the text
remuneration	financial reward
to earn	to receive money
to take into account	to take into consideration

irrespective	regardless
monotonous	repetitive
to be underpaid	to be paid less
work market	labour market
research	investigation
earnings	income
proportion	ratio

Task 3.8 Which of the adjectives that follow best describe the jobs and professions mentioned in Part 1 and in Part 2? Give the meaning of the adjectives. Look up the words in the dictionary.

word	English synonym, definition	Russian equivalent	A job, a profession or an activity that can be described with this adjective
fulfilling	making a person happy and satisfied	приносящая удовлетворение	being a nurse is a hard job, but it may be fulfilling.
manual	physical work, done by hands	физическая работа	manual labour, manual control. the professions of a gardener, refuse collector, plumber

arduous	needing a lot of effort to do	трудная, требующая энергичных усилий	climbers, mountaineers
mind-numbing	extremely boring	скучная, однообразная	data analyst, accountant
demanding	needing a lot of time, attention, or effort	требующая усилий	software developer, medical practitioner
gruelling	very difficult and making a person very tired	изнурительный	mountain guide, miner
rewarding	making a person feel satisfied that something good has been done	приносящая удовлетворение, благодарная	physician, nurse, teacher
mundane	ordinary, or not interesting	однообразная, скучная	data base administrator, accountant
stimulating	interesting and making you think	интересная	artist, actor, researcher, translator
strenuous	needing a lot of effort	требующая усилий, напряженная	brickmason, farmer,

motivating	making a person enthusiastic about doing something	вдохновляющая, интересная	film maker, scriptwriter, singer
physical	manual	физическая	carpenter, lorry driver, logger
intellectual	using or relating to one's ability to think and understand things	умственная	researcher, scientist

Task 3.9 Translate the sentences.

1. Лыжная гонка на марафонскую дистанцию – это спортивное мероприятие, которое представляет собой изнурительное испытание на выносливость.
A marathon distance skiing race is a sporting event that represents a gruelling test of endurance.
2. Это был проект, который потребовал напряженных нагрузок всех участников для его реализации.
To be realised the project required strenuous workloads for its participants.
3. Разработка новой документации по проекту показалась некоторым участникам слишком утомительной.
The development of new documentation on the project seemd to some of the participant too mind-numbing.

4. Она заставила себя заняться более приземленными (скучными) делами.
She forced her mind onto more mundane things.
5. Быть руководителем в бизнесе – благодарная работа с финансовой точки зрения, но очень напряженная.
Being a business executive can be financially rewarding but very strenuous.
6. Чемпионат по футболу считается одним из самых сложных в спортивном календаре этого года.
This figure skating championship is considered one of the most demanding in the sports calendar.
7. Новый подход к организации рабочих мест призван мотивировать сотрудников работать более эффективно.
The new organisation scheme is designed to produce a motivating effect for employees to work more efficiently.
8. Прошу прощения, это была напряженная неделя, и мне нужно еще немного времени, чтобы обдумать детали нового проекта.
I'm sorry, it's been a stressful week, and I need some time more to think over the details of the new project.

Task 3.11 Dictionary work. Look up the following words, give their definitions, derivatives and collocations. Fill in the following table.

word	definition	useful phrases	derivatives
appoint	to choose someone officially for a job or responsibility	a newly appointed colleague	appointment
redundant	having lost the job because your employer no	to be made redundant	redundancy

	longer needs you		
manage	to be responsible for controlling or organising people or a company, especially a business or employees	to manage funds; to manage employees	manager managerial management
perform	to do a piece of work, a job, task, or a duty	perform well/poorly	performance, performing
promote	to raise someone to a higher or more important position or rank	to promote somebody to something	promotion
train	to prepare someone or yourself for a job, activity, or sport, by learning skills and/or by exercise	train as (profession) an accountant	training trainee trainer
vocation	a type of work that you feel you are suited	find/miss your vocation; vocational training	vocational; vocationally

	to doing and to which you should give all your time and energy, or the feeling that a type of work suits you		
efficiency	the quality of working well in an organised way, without wasting time or energy	achieve/boost/ improve efficiency; business/economic efficiency	efficient; efficiently
productivity	the rate at which a country, company, etc. produces goods or services, usually judged in relation to the number of people and the time necessary to produce them	increase/improve/ boost productivity; productivity increases/improves/ goes up	productive produce producer production

Task 3.12 Complete the sentences with the correct form of the word in brackets.

1. He turned out to be the only applicant. (apply)
2. This firm is very selective and they usually get what they want. (select)
3. She was the first woman who has been promoted to an administrative job in this company, the job pays well and promotion prospects are quite good. (promote; promote)
4. You'll have to see our manager in chief first. (manage)
5. She was one of the best reporters and legal training was a real plus at the trials. (train)
6. At this stage an interviewer is expected to ask some questions about the company. An interviewee is someone who is asked questions to decide whether he is suitable for a job. (interview; interview)
7. Certain questions are frequently asked by the interviewer. (interview)
8. His job is to provide a wide range of sports facilities for the employees of the firm. (employ)
9. Candidates should make their applications on the standard forms available in the Personnel Department. (apply)
10. Administrative skills are crucial to make a good managing director. (manage)
11. Skilled workers are always in demand. (skill)
12. We admired his skillful handling of this situation. (skill)
13. What are your prospects of promotion? (promote)
14. Your experience will help you to start a training course for new team members. (train)
15. The more skills you have, the more confident you feel at your workplace. (confide)
16. He felt more confident after he had been a trainee for a month. (train)
17. One of her tasks as secretary is diary management. (manage)
18. The number of the employees increased when the company started a new project. (employ)

Task 3.16 Translate the text from Russian into English.

The original	Translation
<p>В России физические лица должны платить подоходный налог (13 %), земельный налог (0,3 % от кадастровой стоимости участка земли, которая рассчитывается по специальной формуле) и налог на транспорт (который зависит от мощности двигателя транспортного средства). Большинство малых предприятий имеют право на упрощенное налогообложение и могут выбрать один из следующих налогов: подоходный налог (6 %) или налог на прибыль (15 %), единый сельскохозяйственный налог (6 % только для фермеров). Корпоративные налоги для среднего и крупного бизнеса включают налог на прибыль (20 %), налог на добавленную стоимость (20 %), налог на имущество (0,2 %) и некоторые другие налоги, такие как водный налог и налог на добычу полезных ископаемых.</p>	<p>In Russia, individuals are supposed to pay in income tax (13 %), land tax (0.3 % of the land's cadastral plot which is calculated by a special formula) and vehicle tax (which is linked to the vehicle's engine power).</p> <p>Most small businesses are eligible for simplified taxation and can choose one of the following taxes: income tax (6 %) or profits tax (15 %) or unified agricultural tax (6 %, farmers only) or tax on imputed income (calculated by a special formula, certain companies only). Corporate taxes for medium and large businesses include profits tax (20 %), value added tax (20 %), property tax (0.2 %) and some other taxes like water tax and mineral tax.</p>

<p>Количество налоговых вычетов ограничено. На налоговые вычеты может претендовать только налогоплательщик и только в том случае, если у него есть доходы, облагаемые налогом по ставке 13 %.</p> <p>Социальные налоговые вычеты возможны на расходы налогоплательщика на собственное обучение и обучение каждого из детей, а также расходы на лечение и лекарства для налогоплательщика и его супруги (супруга), родителей и детей.</p>	<p>The number of tax deductions is limited. Tax deductions can only be claimed by a citizen and only if he has income taxable at the rate of 13%. Social tax deductions are available on the expenses incurred by the taxpayer on the education of him/herself and each of the children, as well as expenses for medical treatment and medicines for the taxpayer and his/her spouse, parents and children.</p>
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Part 4. Ongoing changes at work

Task 4.8 Translate the sentences.

1. Преподаватели стараются составлять тесты, соответствующие индивидуальным потребностям учащихся.
The lecturers are trying to compile tests appropriate to the individual need of the pupils.
2. Теперь, когда проблема обнаружена, можно предпринять соответствующие действия.
Now when the problem has been found out, one can take appropriate measures.
3. Сейчас подходящее время для перерыва?
Is this appropriate time for the break?
4. Книга написана в стиле, соответствующем возрасту детей.
The book is written in the style appropriate to the age of children.
5. Весь персонал прошел обучение на уровне, соответствующем существующим требованиям.
All the staff members have been trained on the level appropriate to the existing requirements.
6. Работники этой фирмы должны быть эффективными и конкурентоспособными, чтобы добиваться высоких результатов.
The workers of this firm need to be efficient and competitive to achieve best results.
7. Управляющий способствовал развитию мотивации своих сотрудников к участию в реализации проекта.
The manager contributed to the development of his employees' motivation to take part in the implementation of the project.
8. Персонал фирмы всегда стремится к достижению лучших результатов в производительности труда.
The firm's staff members always do their best to achieve utmost results in labour productivity.

9. Работники офисов должны приспособливаться к постоянным изменениям в технологическом оснащении.
Office workers need to adapt to ongoing changes in technology.
10. Постоянно развивающиеся технологии способствуют повышению качества и производительности труда.
Constantly developing technologies contribute to raising production quality and labour productivity.

Task 4.9 Read the text and replace the underlined words/phrases with the more formal language from the list.

Facilities at work

1) Facilities for workers remain extremely basic. For instance, 2) there is still no kitchen for the staff. In my opinion, 3) it would be relatively cheap 4) to set up such a facility as there is 5) a vacant room which could be 6) converted into a kitchen with 7) a small seating area. 8) Another suggestion is to 9) establish an arrangement with the 10) adjoining gym next door to allow staff to use the gym's facilities 11) at a reduced rate. 12) It is my firm belief that this would be well used both at lunchtime and after work. 13) I suspect that 14) such moves would 15) improve staff morale and comradeship and, 16) consequently, 17) how much work they get done 18) in the long run.

Test.

(правильные ответы выделены жирным шрифтом).

1. Which word forms a collocation with the verb *make*?

A **a mistake** B a favour C business D load

2. Which word forms a collocation with the verb *do*?

A a complaint B an excuse C an attempt **D homework**

3. Complete the sentence using either *work* or *job*.

After the break we set to **work**.

4. Complete the sentence using either *work* or *job*.

These projects will help create **jobs** in rural areas.

5. Read the definition of a word and name it.

A type of job that needs special training or skill, especially one that needs a high level of education. **profession**

6. Read the definition of a word and name it.

The job or a series of jobs that you do during your working life, especially if you continue to get promoted. **career**

7. Read the definition of a word and name it.

All the workers employed in a company or firm. **staff**

8. Read the definition of a word and name it.

The ability to do something well especially after being trained. **skill**

9. Name an important 21st century skill after reading its definition.

Willingness to change in order to suit different conditions.
adaptability

10. Name an important 21st century skill after reading its definition.

Being original at solving problems. **creative**

11. Name an important 21st century skill after reading its definition.

Being ready to introduce changes into the plan of work or working routine for the best results. **flexibility**

12. Name an important 21st century skill after reading its definition.

Ability to arrange and control processes and employees.

Management skills

13. Complete the sentence expressing the same meaning as in the original sentence.

The company didn't employ enough staff. Its productivity went down.

If the company had employed enough staff, its productivity wouldn't have gone down.

14. Complete the sentence expressing the same meaning as in the original sentence.

Can you think how things would be different if you hadn't passed your internship period in your new job?

Just imagine how things would be different if you hadn't passed your internship period in your new job?

15. Name the word.

To prepare someone or yourself for a job, activity, or sport, by learning skills and/or by mental or physical exercise. **train**

16. Name the word.

To raise someone to a higher or more important position or rank.

Promote

17. Name the word.

The quality of being certain of your abilities or of having trust in people, plans, or the future. **confidence**

18. Name the word.

To succeed in doing or dealing with something, especially something difficult. **manage**

19. Use either *wage* or *salary*.

‘**Wage**’ is usually paid to those people who are involved in manual labour; people whose tasks involve more physical than mental effort.

20. Use either *wage* or *salary*.

Servants, gardeners, electricians, plumbers, factory workers receive the payment called the **wage**.

21. Use either *wage* or *salary*.

Teachers, clerks, bank managers, income tax officials, are some of the people who get paid a **salary**.

22. Use *wage* and *salary* to complete the sentence.

While a **wage** earner may receive extra money if he works a couple of hours more, a person earning a **salary** does not usually get anything extra for working more hours.

23. Give synonyms for the following words and phrases.

1. Remuneration **financial reward**
2. to earn **to be paid**
3. irrespective **regardless**
4. monotonous **repetitive**
5. to be underpaid **to be paid less**
6. work market **labour market**

7. earnings **income**

8. proportion **ratio**

24. Complete the sentence with the correct form of the word in brackets.

She was the first woman who has been **promoted** to an administrative job in this company, the job pays well and **promotion** prospects are quite good. (promote; promote)

25. Complete the sentence with the correct form of the word in brackets.

Skilled workers are always in demand. (skill)

26. Complete the sentence with the correct form of the word in brackets.

He felt more confident after he had been a **trainee** for a month. (train)

27. Complete the sentence with the correct form of the word in brackets.

The number of the **employees** increased when the company started a new project. (employ)

28. Name the word judging by its definition.

To choose someone officially for a job or responsibility. **Appoint**

29. Name the word judging by its definition.

To do a piece of work, a job, task, or a duty. **perform**

30. Name the word judging by its definition.

The quality of working well in an organised way, without wasting time or energy. **Efficiency**

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Составитель:
Голубкова Ольга Николаевна

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Издательский центр «Удмуртский университет»
426034, г. Ижевск, ул. Ломоносова, 4Б, каб. 021
Тел. : + 7 (3412) 916-364, E-mail: editorial@udsu.ru