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«Практика устной и письменной речи»

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Развитие навыков устной и письменной речи

Ex. 1. Below we have a list of different professions and an explanation of what each person does in that profession. Learn the vocabulary

Accountant - a person that works with the money and accounts of a company.

Actor /Actress - a person that acts in a play or a movie.

Architect - a person that designs building and houses.

Astronomer - a person who studies the stars and the universe.

Author - They write books or novels.

Baker - They make bread and cakes and normally work in a bakery.

Bricklayer - a person that helps to build houses using bricks.

Bus driver - a person that drives buses.

Butcher - a person that works with meat. They cut the meat and sell it in their shop.

Carpenter - a person that makes things from wood including houses and furniture.

Chef/Cook - a person that prepared food for others, often in a restaurant or café.

Cleaner - a person that cleans/tidies an area or place (such as in an office)

Dentist - a person that can fix problems you have with your teeth.

Designer - a person who has the job of designing things.

Doctor - a person you go to see when you are ill or have some type of health problem.

Dustman/Refuse collector - a person that collects trash/rubbish from bins in the street.

Electrician - a person that works with electric circuits.

Engineer - a person who develops solutions to technical problems. They sometimes design, build, or maintain engines, machines, structures or public works.

Factory worker - a person that works in a factory.

Farmer - a person that works on a farm, usually with animals.

Fireman/Fire fighter - a person that puts out fires.

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Fisherman - a person that catches fish.

Florist - a person that works with flowers.

Gardener - a person that keeps gardens clean and tidy. They take care of the plants in the garden.

Hairdresser - they cut your hair or give it a new style.

Journalist - a person that makes new reports in writing or through television.

Judge - a qualified person that decides cases in a law court.

Lawyer - a person that defends people in court and gives legal advice.

Lecturer - a person that gives lectures, usually in a university.

Librarian - a person that works in a library.

Lifeguard - a person that saves lives where people swim (at a beach or swimming pool).

Mechanic - a person that repairs machines, especially car motors.

Model - a (usually attractive) person that works in fashion, modeling clothes and accessories.

Newsreader - a person that reads the news, normally on television.

Nurse - a person trained to help a doctor look after the sick or injured.

Optician - a person that checks your eyes and try and correct any problems with your sight.

Painter - a person that paints pictures or the interior and exterior of buildings.

Pharmacist - a qualified person that works with and dispenses medicine.

Photographer - a person that takes photos.

Pilot - a person who flies a plane.

Plumber - a person that repairs your water systems or pipes.

Politician - a person who works in politics.

Policeman/Policewoman - a member of the police force. They (try and) prevent crime.

Postman - a person that delivers mail to your house.

Real estate agent - a person that makes money from selling land for development.

Receptionist - a person that is at the reception (entrance) of a company.

Scientist - a person that works in the science industry. They do many experiments.

Secretary - a person employed in an office who types letters,

keeps records etc.

Shop assistant - a person that works in a shop or store selling products.

Soldier - a person who works for the army.

Tailor - a person that makes clothes for others, many times producing exclusive items of clothing.

Taxi driver - a person who drives a taxi.

Teacher - a person that passes knowledge to students, usually at school.

Translator - a person that translates from one language to another.

Traffic warden - a person that patrols areas to check that people do not park in the wrong place.

Travel agent - a person that organises and sells holidays and flights for others.

Veterinary doctor (Vet) - a qualified person that looks after sick animals.

Waiter/Waitress - a person that works in a food outlet, looking after customers and serving food.

Window cleaner - a person that cleans windows, normally the windows of big buildings.

Ex. 2. Make a list of other professions you know and explain what people do in these professions

Ex. 3. Check your vocabulary: picture matching

a) Write the correct job in the box below the picture

<i>receptionist</i>	<i>cleaner</i>	<i>shop assistant</i>	<i>nurse</i>
<i>doctor</i>	<i>engineer</i>		
<i>office worker</i>	<i>teacher</i>	<i>hairdresser</i>	<i>lawyer</i>
<i>police officer</i>			

Практика устной и письменной речи



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Практика устной и письменной речи





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b) What are advantages and disadvantages of these professions?



Ex. 4. Write the name of a job to complete the sentences

1. A _____ and a _____ work in a hospital or clinic and take care of you when you are ill.
2. An _____ designs and builds large buildings or bridges.
3. A _____ keeps an office, school or hotel clean and tidy.
4. Someone who works in a school classroom and helps students is called a _____.
5. A person who works in a court and can help people on trial is called a _____.
6. Someone who cuts and styles your hair to make it look good is called a _____.

Практика устной и письменной речи

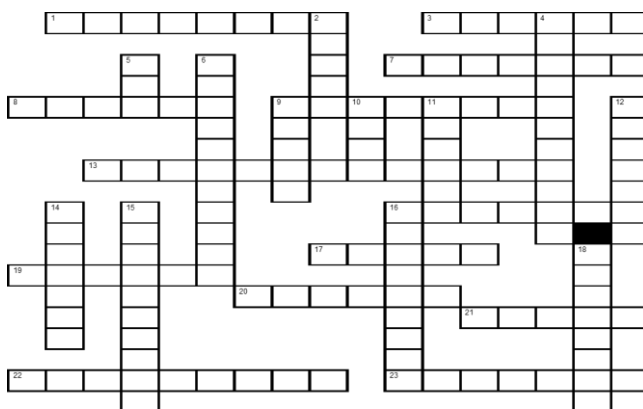
7. Someone who helps you in a shop when you want to buy something is called a _____.

8. A person who works to stop crime is a _____.

9. A _____ works at the front desk of a building and welcomes visitors and answers the phone.

10. An _____ works for a company and usually uses a computer and phone.

Ex. 5. Jobs Crossword



Across

- 1. Somebody who plays an instrument.
- 3. Someone who grows crops.
- 7. Somebody who fixes teeth.
- 8. A person who serves food.
- 9. Someone who fixes cars.
- 13. Somebody who catches criminals.
- 16. A person who plays sports.

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17. Someone who stars in a movie.
19. A person who sings songs.
20. Somebody who helps sick people.
21. Somebody who flies airplanes.
22. A person who does experiments.
23. Somebody who teaches.

Down

2. A person who helps a doctor.
4. Someone who delivers mail.
5. Somebody who helps sick animals.
6. Somebody who puts out fires.
9. Someone who digs for metal ore in the ground.
10. Someone who cooks food.
11. A person who paints pictures.
12. A person who protects a country.
14. Someone who cleans buildings.
15. A person who makes computer games.
16. A person who goes to outer space.
18. A person who tells us the news.

Ex. 6. Text 1.

a) Answer the question - What is the difference between career and job?

b) Read the text and compare your answer with the information from the text.

Difference between Career and Job

The words career and job are so common that we hardly pay attention to the differences between them. We speak of them as if they are interchangeable and in fact synonyms, whereas the fact is that career is different and distinct from the job that you may be doing at present. You can do several jobs during your life time. In the past, a person would have only one career that would consist of all the jobs he or she had done during his or her life time. However, nowadays, people like to have multiple careers as well as multiple jobs. If you too are confused about the differences between job and career, read on to remove all your doubts.

What is a Job?

A job is a regular activity that is performed in exchange for a

payment. Let us look at some examples to make this idea clear for you. A vendor selling fruits is doing his job, while a biochemist working at a pharmaceutical company is doing his job. Even the president of US is a job that is currently being undertaken by President Barack Obama. One may get daily wages or he may get a salary in a month, but this is just a difference in the mode of payment, while the nature of job remains the same. A job may involve physical work or it may involve the use of brain such as writing or working on hardware or software. In short, a job is what a person is doing today in his life to earn money.



What is a Career?

Career is a word that is much broader than job, and may encompass many jobs that a person may have done in his life. It is a long journey, where a person makes use of his education, skills, knowledge, and experiences. Career of a person is a sum total of all the events, jobs, relationships, work, education, as well as leisure activities that may have been a part of the life of an individual. Career is what you have done in the past plus what you are planning to do in the rest of your life. So when one talks about his career, one does not always mean his job that he is doing at present but all that has happened so far and what lies ahead.

It is one's career that has an impact on his future work life as it is full of experiences and all his learning that is a sort of fuel for future endeavors. Whereas, a job is the activity that one is involved with at the present to earn money, career is a long journey that is a series of mostly interconnected jobs. At times these jobs can even not be interconnected at all. It is possible for a person to switch from a job to another but both are counted in his career.

All careers have a different story to tell. A person may do a

job teaching chemistry to students for many years before switching over as a lab technician in a hospital while someone else, who has worked as a salesman for years may get a settled job as an accountant. Someone might have sold used cars earlier in his career, but now may be a partner in a car showroom.

What is the difference between Career and Job?

- *Definition of Career and Job:*

A job is what you are doing now to earn an income.

A career is a lifetime of jobs taken together.

- *Relationship between career and job:*

A career may be homogeneous consisting of similar, interrelated jobs or may be a shocker, consisting of jobs that are totally opposite to one another.

There may be good as well as bad jobs in one's career. One has to endure bad jobs keeping an eye on future goals.

- *Term:*

Job is relatively short term.

Career is long term.

- *Multiple jobs and multiple careers:*

You will see people who are doing several jobs at a time. Generally, these jobs have something in common. For example, an accounts teacher can be conducting tuition classes other than his teaching at school. He may even do some book keeping. However, all of these are connected to the same field of accountancy.

When it comes to multiple careers, people engage in different careers that mean jobs in different fields at the same time. For example, think of a lawyer. He is working in the legal field. Then, while working as a lawyer, he may become an active politician. So, he is engaged in a political career as well. So, here, a person has multiple careers.

Ex. 7. Speaking. Answer the question:

Which of these statements do you agree with?

1. Work is the most important thing in life.
2. Work is just a way to get money so you can do the things you enjoy.

Ex. 8. Read what three people say about their jobs

a) Complete the chart with notes on the good and bad things about Anna's, Tony's, and Erika's jobs

Anna, 18

'I work in a factory. My working hours are 8.00 a.m. to 5.00 p.m., Monday to Friday. I have a one-hour break at 12.30. The routine is the same. My job is very boring but the pay is quite good. My colleagues and I don't really talk to each other, but I have a lot of friends outside work. My job is just a way to earn money'.

Tony, 23

'I'm a computer programmer. I work a 30-hour week. We have flexible hours so I can start and finish when I want. If we are very busy then I work overtime – I get paid extra for this. There are always problems to solve. This can be very difficult, but it can also be quite creative. I earn a good salary, but my job doesn't rule my life. I like to do different things in my free time'.

Erika, 25

'I'm a doctor in a large hospital. I work very long hours – 60 or 70 hours a week - often in the evenings and at weekends. The work is really interesting but it can be quite stressful. I love my job and colleagues are also my friends. I don't have time for a social life. When I get home? I'm too tired to do except have dinner and watch TV'.

	Good things	Bad things
Anna		
Tony		
Erika		

b) Writing. Think of a job you would like or wouldn't like

to have. Write a short text about it.

c) Characterize the profession of translator. What are advantages and disadvantages of this profession? Explain your choice of this profession.

Ex. 9. Text 2.

Read the text and comment it

Important Factors to Consider When Choosing a Career Path

Whether you've opted for a 4-year university degree course or you've just graduated from high school, choosing a career path can be exciting. Unfortunately, it can also be overwhelming. Some people seem to know exactly what they were born to do. For others, it can take longer to determine the right direction. While career paths change frequently nowadays, it's vital to choose a job that you'll find fulfilling.

The most crucial thing to remember is that you never need to feel 'stuck' in one career for a lifetime. Also, many jobs don't require years of education to get hired. This makes it significantly easier to switch up careers when you want to head in a different direction. You just need to give yourself enough time to make an informed decision about the direction of your life and career.

But, that doesn't necessarily mean you shouldn't put considerable thought into what you'd like to do when the time comes. If you stick with one career for a long time, it can be very beneficial to your promotion prospects and earnings throughout your lifetime. You'll be an 'expert' in what you do, and you'll be able to train others. That will give you a genuine sense of fulfillment.

There are many factors to consider in choosing a career path. If you're looking for a job that makes you feel valued, successful, and fulfilled, knowing what is important to you can make all the difference in the world.

1. What Should I Consider When Choosing a Career?

Choosing the right path and finding the perfect job isn't always easy. Many people reach a crossroads at different stages in life, and it doesn't matter what age you are or what jobs you've had in the past. Selecting a new career path should be a carefully thought-out process.

This guide will explore ten critical career choice factors.

Keep them in mind as you're choosing your next career path. If you do, you're far more likely to enjoy a rewarding and fulfilling career. So, let's get started right away.

2. What Are Your Interests?

Think about the things that genuinely interest you when it comes to a work environment. An excellent place to start is by making a list of the things you do well. How could they be applied to a career? Maybe you've enjoyed certain aspects of past jobs and want a career with more focus on those specific features. Perhaps you want a medical job that's a bit different because you're not suited to offices, for example.

3. Factors that influence your career choice

If you're unsure of what might interest, you should use as many of the resources available to you as possible. Career development centers are available across the country. They will offer you an assessment test that will identify your interests. You may be surprised by some of your results. The results may breathe new life into your future plans by identifying positions that you never even knew existed.

4. What Are Your Strongest Skills?

If you've ever had a job interview, you've probably been asked to discuss your best and most valuable skills. Whether these are talents you've always had or skills you've developed in recent years, they can be crucial in deciding what you want to do next.

Perhaps you're good with people, aren't squeamish, and want a well-paid career in healthcare. If so, phlebotomy would be an ideal choice since you get to work with all walks of life every day. If you've always been skilled with numbers and money, a career in finance would likely be an option. Sometimes, the most rewarding careers are based on our natural attributes and the skills we already have.

Take a look at the things that you do well and consider how they could be used in a job. Try to determine careers that would be a good fit for those skills. You're likely to find that doing a job well will get you noticed by a boss quickly and bring you considerable career satisfaction.



5. Your Attitude

We all have different attitudes toward different work environments. If you're self-motivated and have a positive attitude about hard work, you might be well-suited for a leadership position or even a high-stress job that pays more money than the alternatives.

Don't shy away from careers that may challenge you because those sort of positions can be far more fulfilling. If you have an attitude of excitement about working, it could be that your old jobs weren't fulfilling because they weren't challenging enough.

On the other hand, your attitude may make you realize what type of industry wouldn't be the right fit for you. If you're older or have a family, for example, and don't want to work 60 hours a week, you should perhaps consider less stressful and demanding jobs.

You may feel as though you've earned the right to flexibility. If you choose a job that doesn't reflect that fact, you won't be happy. And, it won't likely be a job that you stay in for too long. Attitude is essential when it comes to the work environment.

6. Education and Training

Most jobs require 'some' education and training, even if it's learned on-the-job. Other times, professional classroom training only takes a matter of weeks or months. Determining the level of education is vital in choosing the right career path. If you do have a family, you might not have the money or time to spend 3+ years earning a degree. A position where you learn on-the-job may be far more suitable.

Some people gain satisfaction from completing their education, even if their initial career path doesn't specifically need it. It can provide a sense of fulfillment. Often, you'll find that the qualifications that you've gained will benefit you when you don't expect it. For ex-

ample, you may become eligible for a promotion that requires a degree. That would give you an immediate advantage over the competition.

7. Job Availability

One of the best places to start looking for a new career path is focusing on opportunities where the demand is high. In other words, you should seek out a future-proof job that isn't likely to be replaced by automation or fade away due to technological advancement.

It can be frustrating and overwhelming to go down a path with a limited number of options. You'll likely end up in a position you weren't expecting and may have to spend years slowly working your way up from the bottom of the pile. A demand for recruits creates opportunity.

8. Some of the most popular industries currently include:

Healthcare and medical careers

Computing and information technology (IT)

Research and development jobs

Freelance careers (become your own boss)

While the job market continues to ebb and flow, certain industries seem to stand the test of time better than others. Medicine and technology are the future. There are many careers not listed here that are currently experiencing steady growth. As long as you do your research and ensure that the industry you're looking at has job vacancies, you'll definitely be on the right track.

9. Culture, People, and Values

Look at the people who work in specific industries and careers. Many companies have a certain culture. Some have even been stereotyped because of it. If you're interested in a particular industry, research companies within that field.

Learn how they reward, promote people, etc. Pay particular attention to the longevity of the job. Could you retire early? How long do people work there on average? Knowing what the industry values will enable you to make a more informed career decision.

Ex. 10. Text 3.

Read the text. Do you agree with the information from the text?

10 considerations when choosing a career path

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Some company cultures may not be a good fit for you. For example, having tattoos may preclude you from some career paths. Values line up differently from time to time. Even if the work itself seems promising, don't undermine the importance of the culture within an industry. That culture should line up with your values, or you may have a hard time being truly happy.

How you feel about a job will carry forward to your home life. If you're contented at work, your family life will likely be better.

Learn From Experience

While that research is important, it can't replace real, hands-on learning. It's one of the best ways of giving yourself peace of mind with a specific career. If you're interested in a medical career path, find a way to give it a try without too much permanence.

Apply for internships or apprenticeships. Job shadow someone in their field or apply for a temporary position. The experience should be long enough to give you a full view of what the job is like.

All of these options give you the opportunity to 'try' a career. Even if you don't get to experience the position directly, you'll get a feel for the industry itself. That can make a huge difference in determining if it's the right fit for you.

It allows you to uncover what you do and don't like about the career. You'll be able to invest enough time to make an informed decision. But, you don't have to waste years of your life determining that you're not really happy.

Passion

An interest and a passion for something are entirely different things. Some of the most successful people in the world have a real passion for what they do. You may have interests that don't necessarily line up with these passions, so it's important to differentiate the two.

Keep in mind that passion doesn't always guarantee financial success. You have to decide what might be more important to you. You may be interested in more lucrative jobs. You may even have the right skillset for them. But, if they don't fulfill your passions, you may find yourself always wanting more. Having a career that you're passionate about typically equals long-term success and fulfillment.

Defining Success

Your definition of success is crucial to the type of career you choose. Some jobs will reward you with a hefty paycheck. Others will give you the opportunity to help people, such as a career in phlebotomy. Some professions will even be a combination of things.

One person's definition of success may not be the same as

yours. While a good salary is nice, if it doesn't line up with making you feel successful, you'll likely feel as though something is missing from your life. That can leave you feeling discontented.

What are some important things to focus on when choosing a career?

Before you choose a career, make a list of the things you feel you would need in a job to make you feel successful. You may surprise yourself with the answers. As a society, we tend to define success with numbers. On a personal level, it can be an entirely different mindset.



Are You a Pioneer or Traditionalist?

There are many job industries today that didn't exist ten years ago. There are thousands of jobs within those industries that are still barely being tapped into. Most of this is due to advancements in technology. Taking a step into these 'new worlds' can be exciting. For others, it can feel intimidating, so you wish to choose a career path that's more conventional and established.

Before you select a career, you need to determine whether you're comfortable working with advancing, ever-changing technology. If it's a large part of a career path, you'll have to immerse yourself in it. Some people are quick to embrace these changes, but not everyone.

Others feel more comfortable utilizing with the skills they already know. Technology will continue to change and grow – will you be a pioneer with each new step, or would you prefer a career that relies on the technology you're already familiar with?

How Do I Choose a Job That's Right For Me?

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Some people work their entire lives in one industry. Others are unsettled before landing on a job that is right for them. Unfortunately, there is no guarantee that all the research and experience in the world will make you love your job after you've been involved in it for a while. Other times, it's more to do with not liking the people in the company than disliking the actual job.

It's far too easy to jump into a career headfirst without the taking the right precautionary steps. By staying in one career for a long time, you'll learn more, develop relationships, and can become hugely successful. So, take the time to consider all of the factors before taking the plunge.

Once you have a basic idea about a career that interests you, create a roadmap. It's not cliché to combine your dreams with reality. If you have the right resources in place, it's possible to find a fulfilling career that will last for years or even your entire career.



Ex. 11. Text 4.

Read the text. Speak about good and bad sides of the translator job

Translator jobs (Also known as Interpreter)

Translators use their excellent command of two or more languages to rewrite texts that have been written in one language (known as the source language) into their mother tongue (known as the target language). Translating can be a long and complex process as it does not just involve replacing the words of the text, but also ensuring that the text is communicated to the reader in the same way as in the original text. This may include localising names, places or content, or adding translation notes to enable the reader to fully understand the cultural context of the original document. Many translators specialise, which means they work primarily with texts on a certain subject. This involves taking time to research the text and the subject matter and to use specialist dictionaries and reference books to find the suitable equivalents in their own language. The majority of translators work with translation memory software, which enables them to speed up the translation process and ensure the consistent translation of key terms. The final step of the translation process is proofreading and editing the final version. The translator must ensure that both the text and the format are correct before delivering the translation to the client.



SALARY

Graduate and trainee salaries typically start at £18,000, depending on qualifications and experience. Salaries may then increase to somewhere between £25,000 and £35,000 depending on specialisation. Senior translators can earn as much as £50,000, and transla-

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tors for the EU and UN tend to be the highest paid. Freelance translators often charge per 1,000 words. Depending on the languages, the deadline and the topic of the translation, this ranges from £40 per 1,000 words to £120 per 1,000 words.

RESPONSIBILITIES

A translator's typical responsibilities include:

- rewriting original texts and material in the target language;
- researching subject matter using specialist dictionaries, reference books and the internet, in order to find the best word in the target language and keep the meaning and style as close as possible;
- liaising with customers to arrange quotes, translations and deadlines, and to clarify the meaning of any unclear words or phrases;
- proofreading translations and editing the format of documents prior to delivery meeting deadlines, which can often be very tight.

QUALIFICATIONS

A bachelor's degree is almost always required to become a translator. However, this does not have to be a degree in languages – bilingual people may find it more beneficial to read for a different subject which they are then able to specialise in. Most translation companies require their translators to have a master's degree in translation or interpreting, although many established translators decide to sit the Institute of Linguists' Diploma in Translation (DipTrans) instead. The DipTrans consists of three papers: the first paper is a general translation and the other two consist of translations of specialist texts. No other qualifications are required to sit the DipTrans.

SKILLS

Translators must have the following skills:

- Good IT skills
- Good communication skills, both written and verbal
- Enthusiasm and motivation
- Flexibility
- Good organisational skills

Most translators specialise in a particular area, and some will only take on texts relating to that subject. As a result, specific subject knowledge may be required, and this may be gained through industry-based experience, short courses (some of which are specially designed for translators) or just experience in translating these texts.

WORKING CONDITIONS

Translators tend to work between 35 and 40 hours a week, often between 9 am and 5 pm. Freelance translators may work longer or shorter hours, depending on projects and other commitments. Trans-

lators who accept projects with short deadlines or who work for companies based in different time zones may work late into the night in order to complete projects on time. Translation work is office based and fairly solitary, although teams of translators may work on large projects, especially if they are employed in-house. Contact with customers is usually limited to emails or telephone calls. Most translators work freelance from home, which means that hours are often more flexible. Freelance translation really lends itself to part-time work, making it ideal for people who wish to combine career and family. However, career breaks are uncommon among freelance translators, who must establish and maintain a base of customers.



EXPERIENCE

No experience is required to become a translator, and the only things that are required are a fluency in two languages and a talent for translation. However, some companies may require a postgraduate qualification or a certain number of years' experience. Qualifications such as a Masters in Translation or the Institute of Linguists' Diploma in Translation are therefore recommended.

EMPLOYERS

The majority of translators work as freelancers. This may be from home or from an office, and might involve working alone or with a small group of freelancers, who may or may not be other translators. However, there are also a number of in-house positions available and the very best translators may eventually find in-house work with the European Union or the United Nations. A substantial number of translators also go on to set up a small translation firm or agency.

Major employers include:

- The United Nations
- The European Union
- SDL

CAREER PROGRESSION

Translators tend to begin as trainees in translation agencies or companies. From there, many move on to become freelance translators working from home. Others may become senior in-house translators, or move into roles in translation management or project management in larger translation companies. Promotions depend very much on the translation agency or company as well as the translator's languages and specialist subject(s). However, in most companies the opportunities for promotion are limited. In order to progress, many translators look for opportunities with international organisations, despite the fact that these jobs are few and far between with more and more organisations using freelance translators and agencies themselves. The grading system used for jobs within the European Union's Directorate General for Translation means that translators here have a good chance of being promoted.



Alexandra Malcolm works as a freelance translator. She has spent considerable amounts of time living and working in Germany, but currently lives and works in Sheffield.

"I chose to become a translator because I loved learning languages at school and I knew that I wanted to continue to use my language skills on a day-to-day basis. I studied for a BA in Germanic Studies at the University of Sheffield and I am currently reading for an MA in Translation at the same time as working as a freelance translator.

My degree required that I spend a year abroad in the coun-

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tries of the languages that I studied. Consequently, I spent six months working for a translation company in Berlin, Germany. The other half of the year I spent studying at a university in Sweden, which enabled me to improve my Swedish language skills. The time I spent in Germany made me certain that I wanted to become a translator.

Luckily, the company I worked for decided to employ me as a freelance translator, so during the final year of my course I was also taking on translation projects from them and a few other companies that had offered me work. The experience that I had gained in Germany and my freelance work made it very easy for me to find work after I graduated, but I decided to complete my Masters in Translation anyway.

I study part-time, so I still take on projects. This allows me to see the direct link between my work and the course, which is really helpful. I still spend some of my time establishing contact with new clients and looking for work, but most of my day (if I'm not studying) is taken up with translating and proofreading texts.

I specialise in technical and marketing texts, but more by chance than anything else. The first company I worked for specialized in those areas so most of my translation experience has involved working on manuals and press releases.

I love the diversity of the work I do and some projects are really exciting, but it can be a little lonely. I'd prefer to be working in a translation office, where you can bounce ideas off other translators. I'd love to work for the European Union in the future, but I have a long way to go before that.

The best thing about my job is that I can travel with it – freelance translators can work from anywhere in the world, as long as they have an internet connection."

Ex. 12. Text 5.**Read the text and explain Difference between Interpreter and Translator**

The words interpreter and translator might look alike at the outset, but there is certainly a difference between interpreter and translator. There is a difference in their concepts. However, before analyzing the difference between interpreter and translator, let us look at what each of these words means and their characteristics. Both interpreter and translator are nouns. Translator is the noun form

of the verb 'translate' while interpreter is the noun form of the verb 'interpret'. One of the most important differences between an interpreter and a translator is that an interpreter translates spoken words whereas a translator translates written words.

Who is a Translator?

The Oxford English dictionary says that a translator is "A person who translates from one language into another, especially as a profession." A translator must be equipped with great linguistic skills. He is supposed to have a sound knowledge of grammar and he should be in a position to express the thoughts presented in the language that he would translate very well. The job of a translator does not require special skills since he would work into his native language most of the time. A translator has all the time in the world to translate written words. He enjoys the luxury of referring to books, grammar texts and research works.

Who is an Interpreter?

The Oxford English dictionary says that an interpreter is "A person who interprets, especially one who translates speech orally or into sign language." An interpreter has to translate the spoken words on the basis of whatever grammatical knowledge he has of the language from which he interprets and his interpretation is based on the expertise of the subject. This makes the job of an interpreter more challenging. On the contrary to the job of a translator, the job of an interpreter requires special skill in the sense that he has to do the interpretation orally and on the spot most of the time.

What is the difference between Interpreter and Translator?

The job of translation is more expressive in purpose whereas the job of interpretation is more conveying in purpose. In other words, it can be said that a translator does his best to express the thoughts of the original writer into another language, whereas an interpreter does his best to convey the message of the speaker into another language.

- A translator translates written documents. An interpreter translates spoken words.
- Since a translator is concerned with writing, he should have a sound knowledge in the target language (the language to which he translates).
- An interpreter has more challenging job as he has to do that on the spot.
- A translator enjoys the freedom of perusing other sources if a problem occurs. An interpreter does not have such freedom, but has to translate with what knowledge is stored in his mind.

Though the duty of a translator appears to be easier than an interpreter's that does not lessen the responsibility a translator has for his translation. The responsibility is equal for the both the interpreter and the translator.



Ex. 13. Text 6.

Read the text and speak about the skills you should have to be a good translator

Translator: job description

Translation requires the individual to accurately convey the meaning of the written words from one language to another.

Working as a freelance translator is common.

What does a translator do?

Translators predominantly work with business, technical, legal and scientific written materials including letters, reports, articles, books etc. Their work incorporates:

- reading documents
- writing and editing copies
- preparing summaries
- consulting clients
- developing contacts and using translation computer programmes.

Typical employers of translators

- Translation companies
- Commercial and industrial organisations
- The European Union
- The Civil Service
- International bodies such as the United Nations.

Many translators are self-employed or freelance, paid per word according to language so earnings can depend on translation

speeds.

Specialist translation companies and agencies often prefer experienced staff. Advertisements appear in newspapers and publications such as The Official Journal of the European Community and The Linguist as well as their online equivalents. Directories and members lists published by the Institute of Linguists and the Institute of Translation and Interpreting can provide useful contact information for networking and speculative applications.

Qualifications and training required

A language degree is normally the minimum academic requirement for entry. For graduates without a relevant background, or for language graduates whose studies did not include translation, a postgraduate translation qualification is necessary.

There is also a recognised Diploma in Translation offered by the Institute of Linguists. Areas of expertise, such as scientific, technical or legal knowledge can be beneficial. Practical translation work, an EU stage or any other commercial or administrative experience is useful.

Key skills for translators

- Ability to work to deadlines
- Good general knowledge
- Excellent spoken and written English
- Fluency in at least two foreign languages
- IT skills.



Ex. 14. Text 7.

Read about Multi-Languages Translators Code of Ethics

Roles, Responsibilities and Standards of Practice for Translators

Multi-Languages Translators Code of Ethics defines what it means to be an outstanding translator. "Every translation shall be faithful and render exactly the idea and form of the original – this fidelity constitutes both a moral and legal obligation for the translator." – International Federation of Translators (FIT). The Translator's Charter (approved by the Congress at Dubrovnik in 1963, and amended in Oslo on July 9, 1994).

Translators should endeavor to provide service of the highest quality in their professional practice.

Accuracy

The translator must translate accurately. By accurate translation we understand a translation that preserves the meaning, style and register of the source document.

Confidentiality

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The translator must respect, under all circumstances, confidentiality and privacy of the information contained in all documentation provided by the client for the purpose of translation, unless otherwise required by law. All information submitted shall be confidential and may not be reproduced, disclosed or divulged.

Impartiality and Conflict of Interest

In order to maintain professionalism, the translator must remain impartial and declare any potential conflict of interest (including personal or ethical values and opinions) that may affect his/her performance while translating a document.

Limitation of practice

The translator must know his/her linguistic limitations and decline assignments that go beyond his/her skills and competence.

The translator must only accept assignments that he/she can complete and deliver in a timely manner (by the due date).

The translator must accept documents that he/she can translate. No work should be subcontracted to colleagues without prior written permission.

The translator should possess sound knowledge of the source language and be an expert in the target language.

The translator should accept translations only for fields or subject matters where he/she has knowledge and experience.

Accountability

The translator is accountable for his/her work and must recognize and acknowledge translation mistakes and try to rectify them even when the translation has been completed, in order to avoid potential liability and risk issues.

Professional Development

The Translator must

- Seek professional development courses to maintain, improve and expand translation skills and general knowledge through self-teaching, formal and informal continuing education.
- Must acquire the proper terminology and enhance his/her knowledge by creating and updating terminology files.
- Must seek evaluative feedback and practice self-evaluation concerning performance.

Respect for all parties

The translator must show respect for all parties involved in the translation assignment, including respect for self, the agency and to its clients.

The translator must respect copy rights and intellectual property.

Translated documents remain the client's exclusive property.

Ex. 15. Speaking. What is a Code of Ethics of a translator? What should a translator do? What mustn't he do?

Ex. 16. Text 8.

Read the text and answer the question: What are Actionable Steps to Be More Successful at Work? Retell the text

15 Actionable Steps to Be More Successful at Work



Part 1

No matter what you do for a living, everyone wants to be more successful at work. Your definition of success could be making more money or getting promoted to a higher position. The key to success at work is developing good habits and getting noticed for the things you're doing.

When it comes to how to be a good employee at work, some rules cross over into any industry. People who are more successful in

their careers usually have many of the same characteristics. There are specific steps you can take every day to make yourself a better employee. If you keep up with those habits, your employer will eventually take notice and reward you for them.

The steps you take to be a better employee should cover both your personal life and your work life. It starts when you're at home. Forming positive habits at home will carry over into your career.

If it seems like certain employees always get the big breaks and promotions know something you don't. But, it's probably because they've already developed strong habits to push them ahead. But, these habits and characteristics aren't big secrets. The more small actions you take toward becoming a better employee, the better.

1. How to Be Successful at Work Tips

Being more successful at work starts with small changes in your attitude, actions, and your state of mind. If you focus on being the best worker you can be, there's a good chance your employer will pay attention, and you'll be recognized with the success you deserve.

Dress for Success

It might seem cliché, but dressing for the job you want is a good rule of thumb whether you're already employed or seeking a promotion.

Have you ever looked at the people in your place of employment with a higher position than you? Pay attention to the clothes they wear and how they wear them. There's a good chance they take pride in the way they look and want to appear successful. Clothes themselves can't bring a person success, but they can put you in the right mindset and boost your confidence.

It's about much more than just the clothes you wear. Check out those same successful people in your office and pay attention to how they carry themselves. Wearing certain things can give you the confidence to walk with pride and hold your head up high.

Having more confidence when you're proud of what you're wearing can encourage you to grab onto more opportunities and get ahead. So, while clothes might not seem like a big deal, it's worth it to invest some time and money into a wardrobe that makes you feel and look great.

2. Get to Know People

Being more successful at your job involves getting to know the people who are already there. If your boss isn't at the top of the food chain in your business, why not get to know the person who is? Attend networking events and company get-togethers as often as possible. The more people you can meet in higher positions, the bet-

ter.

Also, take the time to learn how they speak. Talking the talk is essential when it comes to presenting yourself as a more successful person. This doesn't mean you have to mimic people. But, you can use it as a learning experience.

The more time you spend with people who have found success in your business, the more you can learn what it is they do differently. When you get to know them, you can eventually use that to your advantage as you try to move up the career ladder.

3. Take Action as Often as Possible

Setbacks and roadblocks come into play in every line of business. No matter what you do for a living, you're going to run into problems now and then. The difference between being more successful and staying in the same position is how you respond to those challenging situations.

When complicated issues arrive, successful people are the ones who take action and take charge while others might sit back. This shows your employer that you're not only willing to work through a problem, but you're ready to take on a leadership role.

Businesses continue to grow and thrive thanks to people who aren't afraid to tackle complicated projects. This isn't everyone's instinct, which is what usually sets successful people apart from everyone else. It can take some time getting used to volunteering for different projects or motivating others to work through something hard. But, the more you force yourself to take charge and get things done, the more likely it is your boss will notice.

4. 10 things you need to be successful

Listen to Everyone

No matter your current position, make sure you're actively listening and paying close attention when anyone at work is talking to you. Listening is a strong skill, and something most employers look for when they hire someone new.

Truly listening to someone means more than just hearing what they have to say. By giving someone your undivided attention, it shows you care about their thoughts and opinions, and you're willing to work with them to get things done.

Strong listeners make strong leaders. Showing someone that you care about what they have to say can go a long way in a business. That's why the best listeners within a company are usually at higher levels than those who don't do it well.

Becoming a good listener can take practice. Try to be mindful of what people are saying to you and show them you're listening by

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focusing solely on the person speaking to you. Don't let yourself get distracted by other things during a business conversation.

Be on Time

Showing up to work on time is something that is usually expected of all employees. Being successful at what you do may take extra effort. Not only should you be to work on time, but you should also be early. This starts with forming a routine at home to jumpstart your day.

Not only should you be on time to work itself, but you should also be on time (or early!) to meetings. By doing this, you'll ensure that you have a seat up front to listen to what your boss has to say. You won't have to fight for a spot or end up crammed into the back where no one can see you.

Finally, being a little early to work each day can increase your productivity. Once other people start showing up to the office, think about how easy it can be to get distracted. You might start talking to a co-worker or playing around on your phone or computer.

By making a plan to get to work even 30 minutes early, you can have extra time to get essential things done. Those in higher positions might notice how much you're accomplishing on top of getting there early each day.

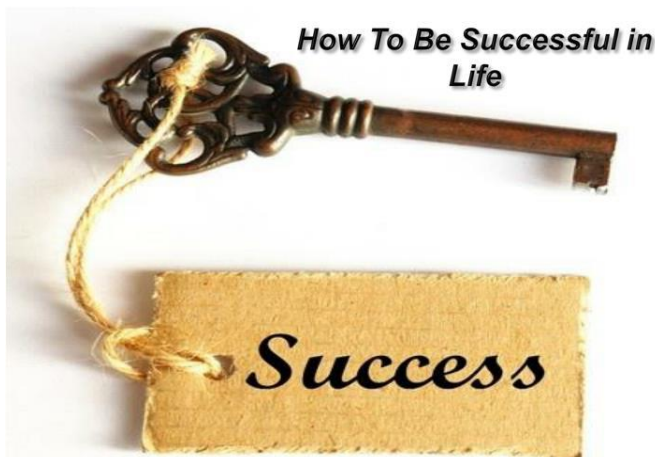
5. Ways to improve your job performance

Keep Track of What You Do

Even if you do everything right and end up with a dozen successful accomplishments at work, there's no guarantee your boss will notice. This can be especially true if you work for a bigger company with a lot of employees.

There's no shame in recording your accomplishments and what you've done for the company. In fact, doing so can give you the confidence you might need to task for a better position at work. Successful people aren't afraid to ask for promotions, raises, etc. when it's deserved.

If you have proof of the things you've done, bring it to your employer's attention when you feel you're ready for a higher position.



Part 2

6. Pay Attention to How Others are Getting Promoted

Did your co-worker just get promoted to a higher position? Think about what they may have done differently to earn that promotion or pay raise. You can even ask them about some of their keys to success. It's not always easy to swallow your pride and ask your peers what they do to achieve success, but it can be a big help.

Don't feel down about your co-worker getting a promotion before you do. Every company has their own scale for promoting people. Even if you're working hard and doing everything 'right,' you have to know what's most important to the company regarding moving up the ladder. It usually isn't hard to see a pattern when it comes to who your company is promoting. If you can jump on some of those skills and characteristics, you could be next in line for a promotion, and more success in your career.

7. Don't Compare Yourself to Co-Workers

While you can learn from others, you should never compare yourself to the people you work with. Everyone has different skill sets, and you'll never completely know why someone you work with got a raise, and you didn't. Worrying too much over it can end up driving you crazy and isn't productive.

Instead of worrying about how quickly your co-workers are finding success, use all your energy to focus on your own drive. Seeing another employee at your job become more successful shouldn't cause you to feel bad about yourself. It should prompt you to become more motivated. Don't compare your skills and work to what they may

have done to get a promotion. In fact, you should feel happy for them!

By not dwelling on how well others are doing and instead focusing on yourself, you can stay on the right path toward more success at your job. This mindset takes a lot of patience and discipline, but it's well worth it.

8. Tips for a successful career

Learn About Other Areas of Business

No matter the industry you're in, everyone has their unique job and title. Maybe you work in development, finance, or healthcare. But, there are many different sections to these industries. You can better yourself by learning more about the other jobs that make up the whole of your career.

For example, if you're a nurse in a hospital, spend some time now and then talking to some of the specialists, doctors, and even the medical assistants. The more you know about what everyone does around you, the better.

It's also a good idea to introduce yourself to the people in different departments. You're all working toward a common goal, and you can all make each other better when you work together. That's much easier to do when you know each other and can comfortably discuss things.

9. Focus on Your Natural Strengths

Learn new things and improve on things you might not be great at. But, some people can spend so much of their time and energy trying to get better at certain things, that they're doing themselves a disservice.

Instead of exhausting yourself by trying to get better at your weaknesses, focus more of your time on your strength. This isn't to say you should ignore the things you're not great at. But, by strengthening the things you're already good at, imagine how much more you could do.

We all have different skills and the things you do well probably come naturally to you. By putting more work into your natural strengths, you could be unstoppable in specific areas. That makes you an asset when it comes to certain projects, ideas, etc. So, while learning new skills is essential and can help to keep you well-rounded at work, don't ignore your strengths. Embrace them and make yourself even stronger.

10. Stay Positive

Believe it or not, your attitude can have a massive impact on your level of success. Everyone has bad days, whether they start at

home or work. Try to take your thoughts captive while you're on the job. In doing so, you can stay focused on what needs to be done.

You might not think a little negativity would hurt anything. But, if you let negative thoughts take over your mind day after day, it can affect your entire life. Your work relationships will suffer, your performance will become weaker, and you won't get as much done.

While we're not suggesting, you need to be happy 24/7, pay attention to your daily attitude and take control of it. This is a skill that needs to be practiced again and again. But, once you've mastered it, you can always have a positive attitude while at work.



Part 3

11. How to be successful in business

Don't Dwell on Mistakes

It can be tempting to expect perfection when you're trying to become more successful or get promoted at work. While you can always strive for perfection, don't dwell on the bad things when they come. Understand that it's impossible to get everything right all the time

If you make a mistake at work, own up to it and let it go. One of the worst things you can do for your self-confidence is to hang on to that mistake after work hours. Chances are, it's not as bad as you're making it out to be. If you keep thinking about it, you'll only make it seem worse in your head.

Mistakes aren't all that bad. If you mess up and have the right attitude, you can use it as a learning experience. It's through these mistakes that successful people continue to grow and thrive. Some of

the most successful people in the world had significant failures before finding their fortune and fame.

12. Take Breaks

Having your nose to the grindstone all day long can end up doing more harm than good. Everyone can benefit from a little break. It helps you recharge both mentally and physically so you can go back into your work with renewed energy and focus.

Some people have developed different models for work/rest throughout the day. One of the most popular methods is the 45/15 option. Under this rule, you work hard for 45 minutes and take a 15-minute break. During that time, do anything that relaxes and distracts you from work itself. One of the best things you can do is get a little exercise with a walk around the block. Or, meditate for 15 minutes.

When you work for hours on end without taking a break, everything can quickly become a blur, and you could end up being less productive. On top of that, it's much easier to make mistakes. Give yourself a little time to unwind each hour of the workday. You'll likely find that not only do you feel better, but you can get more done.

13. Ask for Help

There is no shame in asking someone for help when you need it. Whether you need more manpower to get a job done, or you need a fresh pair of eyes to look at something, don't let your pride get in the way of a job well done.

Becoming a success doesn't happen on your own. If you try to do everything without any help, you'll never reach your full potential. While the workplace can sometimes seem competitive, understand that you all have the same goals. By working on them together, you can help each other be more successful.

If you adopt an attitude of wanting the best for your co-workers as well as yourself, you can focus on working together as a team and helping each other as needed. That will lead to more success for your company, which means there will be more promotions (and money!) to hand out.

14. Take Care of Yourself

This might be the last tip on the list, but it's the most important. Taking care of yourself mentally, physically, and emotionally is one of the best ways to get ahead. Don't let yourself get too stressed over your job.

While it's good to think about your career, don't let it take over your entire life to the point where you have nothing else to look forward to. That can set you up for disappointment and will end up affecting your work performance anyway.

By taking good care of yourself inside and out, you'll always be in the best shape to tackle whatever your career might throw at you. Don't ignore your well-being to get ahead.

15. How Do You Become Successful at Work?

Everyone has their definition of success, and everyone reaches it differently. You have to create your own goals and decide what it will take to achieve them. Whether you want more money or more recognition, it doesn't have to be an overwhelming process. As you can see, most of the tips in this guide are nothing more than simple changes. Or, things you can start implementing into your everyday life.

Being successful in the workplace does start at home. How you take care of yourself and the attitude you have going into work can make a big difference. If you're looking for a place to start making changes, we would suggest starting with those tips.

It can take practice and patience to become comfortable with some of these suggestions. If they were all easy to master right away, we'd have many more successful people in our lives! But, you can make these changes. Not only will they help to move you up the ladder, but they may also help you to feel better about yourself and the job you do each day.



Ex. 17. Writing. Write an essay: «My secrets how to be successful in life and in profession» (200-250 words)



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