Task III Překlad

1. Mám brigádu./ Pracuji na částečný úvazek.
2. Pracuji o víkendech.
3. Jakou práci hledáš?
4. Chtěla bych být zdravotní sestřičkou.
5. Maminka pracuje v kanceláři.
6. Pracují (oni) na směny.
7. Pracoval jako lékař v roce 2015.
8. Pracoval v Německu, když se poprvé setkali.
9. Kde pracovala před 5 lety?
10. Ráda bych požádala o místo sekretářky ve vaší firmě.
11. Pracuje (on) jako číšník v hotelu Nová Růže.
12. Kde pracuješ? – Jsem prodavač v Zelinářství.

SPEAKING CARD 1: JOBS

Gate

- **Do you have a part-time job?**

I fill shelves in a supermarket / work at the cash register… I baby-sit / look after children… I teach music… I help classmates with maths… deliver leaflets… help at sport events… volunteer in a home for elderly people / at a national park… assist handicapped people…

- **What job / occupation do you want to do?**

I hope to be / I would like to be / I want to become a businessman / businesswoman / hairdresser / tour guide / mechanic / shop assistant / engineer / doctor / nurse / cook / postman / banker / bricklayer / computer programmer / clerk (office worker) / teacher / farmer / waiter / driver / painter / secretary / police officer… I want to do something difficult / challenging / interesting / creative… help people / work on my own / work with people / animals…

- **What is your dream job?**

I dream about working as a… pilot / ballerina / pop singer / president / DJ / photographer / journalist / reporter / astronaut / singer / designer / scientist / banker / actor / film director… I would like to be a hockey / football / tennis player… detective…

- **How do people find jobs?**

First, it is important to… write / prepare… a CV (curriculum vitae) / with information about your education and past work experience. Then you can visit an employment agency which will find suitable jobs for you or you can look for job offers / ads… on the internet / in newspapers / magazines.

When you apply for a job, send a cover letter and your CV / fill in an application form and wait to be invited to an interview.

- **How to prepare for a job interview?**

Find out some information about the company / employer. Dress smartly. Arrive on time. Don't be late. Remember the name of the person who is interviewing you. Be polite and friendly. Ask questions.

- **What are the standard working conditions and benefits in the Czech Republic?**

The standard / typical working hours in the Czech Republic are an 8-hour working day with 4 weeks of holiday, sick pay and a lunch break. You can get lunch vouchers / language classes / a company car / a phone / gym memberships.

- **What different types of companies can you work for?**

You can work for a small family company… a large multinational corporation… travel / translation / modelling agency / a chain store or freelance.

- **Do you think that people will work more and more from home in the future?**

Yes, I agree / I think people will work more and more from home because… more work is online and they have computers at home… it is easier to have your own business. No, I think that people will still go out to work because they need to talk face to face with their colleagues / customers.

JOB and CAREER (I).

At least a few times during our life each of us has to look for a job or a new career.
When doing it, it is important to be prepared.To find a job you can go to a job centre, to an employment agency, you can call a company or go there personally. It is also possible to find a job through advertisements in newspapers, through friends or you can become self-employed if you are good at something.
Unfortunately it can happen that we are unable to find any job so we have to go to the local social security office and ask for unemployment benefits.

When you find some job that you would like to do and which is availiable you have to write a cover-letter to the employer. The letter should include some important information about you such as:
- the reason of applying for the position
- attained education and qualifications.
- some personal details and contact details such as your phone number and e-mail adress.

Then you have to enclose your CV(curriculum vitae), which should be well-organized and emphasize the most important points about your education, skills and experience, diplomas and certificates. You can also enclose the references from the previous employers if you have any and think that they could help you. It could happen that different employers would ask for more information.

If you are lucky and are invited to the interview it is important not to neglect anything.
There are some pieces of good advice:

- Don´t be late / come in time for the interview
- Be well-groomed and suitably dressed
- Be self-confident and sound positively
- Be ready to persuade your possible employer that you are the right person for the applied position .

For this purpose it´s good to prepare a list of your positive qualities (e.g. I am hard-working, co-operative, responsible, disciplined, flexible, organized,etc).

If you get the desired position you will sign the contract of employment. The contract can be permanent or fix-term. It can be external work, agreement work or on-call work contract. It usually contains the information about your duties, benefits, working hours (half-time or full time, shift,over-time work), and salary or wage.

From this moment it´s up to you to be a good employee and be successfull or not.

Task I:

Read the text again and find English equivalents for the following words and phrases:

hledat práci		životopis	
úřad práce		zdůraznit	
pracovní agentura		důležité body	
najít práci přes inzerát		být pozván na pohovor	
začít samostatně podnikat		žádat o určitý post v práci	
být dostupný / k maní		seznám dobrých kvalit	
průvodní dopis		být vhodně oblečený	
spolehlivý		disciplinovaný	
zanedbat		být sebevědomý	
přiložit (k e-mailu)		pro tento účel	
dosažené vzdělání		být dobře upravený	
doporučení		pracovitý	
organizovaný		schopný spolupráci	
přizpůsobivý		podepsat smlouvu	
pevný plat		mzda	
žádaný		pracovní smlouva	
na dobu neurčitou		na dobu určitou	
externí práce		práce na dohodu	
práce na zavolání		práce na plný úvazek	
pracovní doba		povinností	
výhody		přesvědčit	
práce na částečný úvazek		předchozí zaměstnavatel	
dovedností a zkušeností		Je to na tobě /je to na vás	
úřad sociálního zabezpečení		žádat o dávky v nezaměstnanosti	
pracovat na směny		práce přesčasy	
obsahovat informace			

Task II.
Use the information from the text and answer the questions:

1. How can you find a job?
2. What should a cover-letter include?
3. What else do you have to enclose besides a cover-letter?
4. What is good to do when you go to the interview?
5. What general positive qualities are necessary for a good employee?
6. What kinds of contract do you know?
7. What does the contract of employment include?