Поурочное планирование элективного курса «Трудоустройство за рубежом».

Блок1 **Проблемы трудоустройства за рубежом.**

**1 Lesson**

 Вводный урок.

Цель: сообщить направленность курса, цели, задачи, рейтинговую систему. Ознакомить с вводным текстом «Выбор своего дела», обсудить проблемы трудоустройства.

Ход урока:

Презентация курса

Home task: Дроздова text, конкурс вопросов.

**2 Lesson**

Выезд на экскурсию в фирму «Гарант – сервис» с целью ознакомления. С работой фирмы, выяснения структуры бизнес- плана, юридического обоснования, налогообложения, образовательных программ и программ трудоустройства. Подготовить вопросы для собеседования, обсудить результаты экскурсии на элективном занятии.

**1 Работа с текстом: «Employment Agencies»**

In Britain there is a special service for school leavers, the careers Advisory Service, which helps young people who are looking for their first job. Careers Officers give practical advice on interview techniques, application forms, letters, pay, National Insurance and Trade Unions.

One business organization that you may use when you are job-hunting(1) is an employment agency. There are the state employment services and nonprofit agencies that do hot receive fees for finding jobs for people. There exist also some private employment agencies which receive a fee. Some employment agencies see applicants without an appointment. These include the state employment services and nonprofit agencies. Counselors there may spend a few minutes with each applicant.

But an agency that deals with technical and higher-salaried jobs, spends much more time with each applicant. Appointments are necessary in this type of. agency, where a counselor may be able to see only a few applicants a day.

An interview for any kind of job, whether the interview is obtained through a friend, classified advertisement, or an agency, generally requires an appointment. It is important to be on time for your appointment. If you have made an appointment and cannot keep it, or if you will be more than ten minutes late, you should always call the interviewer. If you do not cancel the appointment or notify the interviewer that you will be late, you will create a negative impression on your possible employer.

To make efficient use of time, American business people schedule their days hour by hour. In most American business situations, appointments are a necessary courtesy.

Note:

job-hunting ~ looking for work

 Home work: Конкурс вопросов к менеджеру фирмы.

 **Блок 3 Делопроизводство.**

**3-4 Lesson**

 Цель: анализ практического обобщения на основе развития саморефлексии.

 Отзыв об экскурсии, работа над сочинением.

1. Your impression.
2. Results of the visit.
3. Introductory text.

At home: read the text №2.

 Who has been to an excursion to the firm “Work and travel”. Did you like it? What interesting facts did you find out? What questions did you ask? Why was it called so “Garant-Service”? What programs did the manager present?

 1 Conversation practice.

What time did we manage to meet? Where are we going to meet? Was it interesting for you to know some facts about the firm? What was interesting? What is the best city and country to have a job aboard? Why is Vancouver the best one? How much does it cost to get a job? Which period of time is the best? Where would you live if you got a job in America? Where would you work? What would you eat? What salary would you get? What E-mail have you known to put down business letter? What are going to write on E-mail? What judicial foundation of it?

 2 what things do you have to think about when choosing an occupation?

 3 what should one do to qualify for a particular job?

 4 should everyone study only at secondary or high school? (should study for all his life) need you education to start business?

 5 Who has recently lost a job in your family?

 6 whose parents have recently lost a job in your family?

 7 have your parents lost it?

 8 what did he(she) do?

 9 who goes to the employment agency?

Home work: Дроздова р.5

**5 Lesson**

Мастер- класс «Один день кадрового агентства»

Цель:

* получить практический опыт делового общения в условиях стресс- собеседования при приеме на работу.
* Изучить структуру работы кадрового агентства.

We are at the employment agency. Imagine that you are its representatives. Answer the stranger’s question.

What are the most available vacancies, and positions?

Are technical jobs, high-salaried jobs high positions the most arable?

Are no skilled positions enviable ? ( не требуется квалификация)

How many applications for the position do the manager receive in one day?

Do applicants apply in person or by E-mail?

Can you remember the last experience when you helped an unemployment to find a position?

 What was he by occupation?

What was his occupation?

 Did he join the company?

 What post does he hold: full-time employment? Part time employment?

Is he pleased with his or her responsibilities or duties.

Is his salary hight?

What salary does he start working at?

Is the company going to get an increase in pay?

Are fringe benefits stipulated in the contract?

Are people dismissed more often in the crisis period?

Are staffs reduced?

Do authorities get a decrease in pay?

WE ARE AT THE EMPLOYMENT AGENCY!

Home work: Дроздова р.6

**Блок 4 Lesson 6**

**Тема: «Selfbrending» Подготовка к сочинению «самопрезентация». Консультация по вопросам проектной деятельности. Анализ практического взаимодействия в ходе обсуждения темы личного бренда.**

**Цель: провести конкурс самопрезентаций: « Self brending».**

**The plan: 1 Policy of aims**

 **2 Qualifications**

 **3 Believing**

 **4 Being an expert**

 **5 Making your image**

 **6 Selfadvertisement**

**It’s very difficult problem to choose profession**

**Appearance**

**Self brending**

**• Policy of aims**

**• Qualification**

**• Believing**

**• Being expert**

**• Making your image**

**• Self advertisement**

**No one in the world looks exactly alike even identical twins especially on their inside.**

**At each period of time we should have global aims, we can’t get them all at the same time, that’s why we have to divide it. If we can’t solve the problem at exact time should plan it again.**

 **Lesson 7**

**Тема: «** ВИЗИТНАЯ КАРТОЧКА». Составить легенду . «If I were you I would get educated»

Повторить subjunctive mood

Home work: make a resume according a legend.

Цель: провести мастер-класс по формированию навыков заполнения деловых документов.

Visiting card.

 No one in the world looks exactly alike even twins, especially on the inside.

Tell me about yourself: appearance, personality, beliefs and opinions, education, tastes, language and culture, manners, skills and experience and dreams and plans for the future. Some people are good at practical things, others sit for hours with their noses in the books, but everyone had a special talent for some particular activity: considerate, well- mannered, patient. Intellectual, reliable, caring, sociable, curious, responsible, tactful, noble, independent, modest, smart, progressive, serious, polite, brave, honest, wise, shy, careless, firm, creature, accurate, adaptable, helpful, loyal, cooperative, dependable, flexible, mature, organized, persuasive, punctual.

 What occupation are these people?

If people are strict, non sociable, gloomy fussy?

What can you tell a stranger about yourself? How big is your family? What are the things you like doing together? What are the three things that you enjoy doing most of all and the three things that you hate doing? What do you usually do in your free time.

 Waters, a taxi- driver. What profession demands to be reliable?

Home work: составить визитную карточку. Заполнить документы для оформления по программе трудоустройство за рубежом».

 *заполнить:*

|  |  |
| --- | --- |
| Name |  |
| Surname |  |
| Patronymic name |  |
| Place of birth |  |
| Age |  |
| Country |  |
| Postal address( including zip code) |  |
| E-mail |  |
| Work phone including the area code |  |
| Fax |  |
| Home and mobile phone(-s) |  |
| Skills and tallents |  |
| Abilities |  |
| Weight |  |
| Height |  |
| Shoe size |  |
| Clothes size |  |
| Favorite food |  |
| My family |  |
| Occupation subjects |  |
| Sports |  |
| Foreign languages you teach |  |
| How long have you been teaching languages |  |
| Hobbies |  |
| Prize |  |
| Main features of my character | * flexible
* mature
* organized
* persuasive
* punctual
* responsible
* tactful
* attractive
* boring
* educated
* independent
* unhappy
* famous
* noble
* greedy
* bouncy
* lonely
* modest
* smart
* slim
* attentive
* stupid
* progressive
* cheerful
* mysterious
* strong
* curious
* wicked
* tall
* serious
* ugly
* gloomy
* clever
* polite
* brave
* honest
* great
* wise
* thin
* sad
* stern
* shy
* careless
* lazy
* dull
 |
| Music |  |
| Plans for the future |  |
| Experience |  |
| Employment |  |
| Relevant Skills |  |

Цель: составить легенду . «If I were you I would get educated»

Повторить subjunctive mood

Home work: make a resume according a legend.

**Блок 5 Резюме**

**Lesson 8**

]Тема: «Оформление деловых бумаг». Конкурс резюме.

Цель:

* провести мастер- класс по оформлению резюме.
* Ознакомление с новой лексикой
* Структура и оформление резюме

**RESUME**

Anna Smirnova

98, Chaikovskogo Street, apt. 85 St Petersburg, 191194, Russia

Phone: +7 812 272 08 95

**OBJECTIVE:** Obtain employment in the field of public relations that

will allow me to use my ability to work with people and take advantage of my knowledge of English

**EDUCATION:** St.Petersburg State University

1989-1996 Diploma in English and French. Qualified as English interpreter.

**WORK** Assistant, Interpreter of Director General **EXPERIENCE** Insurance Co.Rodina Ros.

April 1996- Duties: schedules of meetings, appointments and recording

till now of the personnel, interpreting and translation of documents.

January - Personal assistant and secretary to Mr. Ron Black at the office

March of Operation Carelift. Mr. Black, a former member of the

1993 Pennsilvania House of Representatives supervised the activities

of this NGO in distributing humanitarian assistance in St.Petersburg. Duties: interviewing and screening Russian organi­zation which applied for humanitarian assistance, arranging and supervising of deliveries of children's shoes and boots in St.Peters­burg, scheduling of the drivers and Russian personnel.

**LANGUAGES: ENGLISH** Fluent reading, writing and speaking ability.

Qualified as interpreter and translator. **FRENCH** Good reading and translating ability. **GERMAN** Rudimentary conversation German acquired during several visits to Germany.

**OTHER SKILLS:COMPUTER** Microsoft Word and Excel. Typing, fax, Xerox. **HOBBIES** & Theatre, music, tourism, sports.

**ACTIVITIES**

**REFERENCES**

Mrs. Elena Petrova, Assosiate Mr.Peter Bright,Manager

professor St. Petersburg, Anglo-American School

State University 11, US Consulat General

Universitetskaya Nab. St.Petersburg

St.Petersburg Phone:+7 812 325 62 47

Phone: 4-7 812 218 95 65

**SKILL INVENTORY FORM**

 **Education:**

High School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year graduated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Specialization\_\_\_\_\_\_\_\_\_

Trade School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year graduated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Specialization\_\_\_\_\_\_\_\_\_

Certificate/diploma acquired\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colledge\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year graduated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Specialization\_\_\_\_\_\_\_

Degree acquired\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course\_\_\_\_\_\_\_Skills\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL RECOMMENDATION**

An excellent resume may help you of your dreams and a poor resume my mean a lost opportunity.

 Since this is the first piece of information a company will receive about you, it is critically important that your resume be well-written.

 It should be presented at the beginning of any interview that you have with it company. Ideally, resume should not be longer than one page.

 The contents of a resume can be roughly categorized as: 1) PERSONAL INFORMATION (address and telephone number), 2) JOB OBJECTIVVE, 3) EDUCATION, 4) EXPERIENCE, 5) SKILLS, 6) EXTRACURRICULAR ACTIVITIES, 7) REFERENCES.

 The resume begins with PERSONAL INFORMATION, name, address, telephone number centered at the top page.

 After your address, a statement of intent or JOB OBJECTIVE should be written. This objective should be well thought out from the very beginning since it will influence how you will write the rest of the resume. It should not be too general, eg: “To obtain a managerial position in a Western company”.

 Think about your job search and career goals carefully, write them down in a way that shows you have given this much thought.

 For example: “objective: to obtain a position in telecommunication that will allow me to use my knowledge of engineering and take advantage f my desire to work in sales”.

 Notice that your desire to have a well-paid job is not included in this statement. A focus on money in your resume’s first sentence will not make the best impression anywhere in the world, not just in Russia.

 After the statement of intent , describe your EDUCATION.

 List the universities, institutes and colleges you have attended in reverse chronological order.

 Any studying you have done abroad should be included and courses that you have taken that are relevant..

If you graduated with honors, you should definitely include this. A “red diploma” can be called “graduated with high honors” in English. Do not include your high school.

 Your working EXPERIENCE is the next sensation. List your experience starting with tour most recent place of employment, your position, and the name of the company you worked for.

 Provide information about your responsibilities, emphasizing important activities by listenin the most relevant to your objective. Do not use complete sentences! List your responsibilities in short statements that do not include the words “my” or “I”.

 Following experience, you should list your special SKILLS.

 These include your language skills, computer abilities, and any other talent that relates to your statement of intent.

 When describing your language abilities, it is best to be honest about assessing your level, “Fluent English”. “Native Russian”, “intermediate German”, and “beginning French” are all ways to describe your language abilities.

 EXTRACURRICULARVACTIVITIES should be included in the next section. Students or professional organizations you belong to, travel, sports and hobbies should be listed here.

 Do not list “reading” or ‘writing” as an activity. It is assumed most people with a higher education do these things regularly.

 The last section of your resume is the REFERENCE section. List at least two people, not related to you, who can describe your qualification for the job.

 Their names, titles places of work, and telephone numbers should be included. If you do not have space in your resume for this, write “Available upon request.” You will then be expected to give this information to a prospective employer if it is requested.

 The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will gave an employer the impression that you are accurate and take care of details.

 A resume will not get you a job. An interview with a company will get you a job. In order to have the opportunity of interviewing with a company you should send your resume with a cover letter.

(*Abridged from “The St. Petersburg Press”)*

**Блок 6**

**Lesson10**

**Тема:** **«** Презентация программ трудоустройства директором фирмы».

 Цель: ознакомление с программой трудоустройства за рубежом согласно рекламе центра обучения и трудоустройства за рубежом в компании "бизнес-класс".

Программа для студентов work and travel USA. Центр обучения за рубежом "Бизнес класс".

 В программу Work and travel принимаются студенты:

возраст от 17,5 до 24 лет;

очная форма обучения ВУЗа;

разговорный английский язык.

 ПЕРЕД ТОБОЙ СТОИТ ВАЖНАЯ ЗАДАЧА- ВЫБОР КОМПАНИИ.

 Мы расскажем тебе о преимуществах нашей компании.

за 9 лет надежной работы мы заслужили признание и уважение как среди клиентов, так и среди коллег;

гарантирован

лучшие контракты и работодатели;

система оформления on-line;

гибкая система скидок: за повторное участие, даже если ездили через другую компанию; за друга, если пришли вместе; за ранее оформление; если найдешь дешевле, скажи нам- и мы сделаем дополнительную скидку!

 В стоимость программы входит:

1- оформление формы DS-2019 ( разрешение на работу в США, необходимый документ для подачи документов на визу J-1);

2- оформление полной медицинской страховки на время пребывания в США и Insurance Handbook;

3- оформление спонсорского письма, необходимого для получения карты Социального страхования, подтверждающей право участника легально работать и получать зарплату на равных условиях с гражданами США;

4- всевозможное содействие в оформлении визы;

5- проведение ориентационного семинара, освещающего правила Программы на территории США ( регистрация в SEVIS, вопросы жилья работы и налогообложения и др.);

6- консультации и информационная поддержка на время программы;

7- Participant's Handbook.

 ПО ЖЕЛАНИЮ:

1- Предоставление рабочего контакте американской спонсорской организацией;

2- страхование от невыезда или не получения визы;

 Дополнительно оплачивается:

1- регистрационный взнос;

2- обязательный сбор американских служб SEVIS ( при оплате стоимости программы);

3- консульский сбор( при подаче заявления визы);

4- возвратный депозит после получения визы;

5- авиабилет по минимальной студенческой цене.

Business Class Company

Study Abroad Agency

ABOUT BISINESS CLASS AGENCY

 We are glad to introduce Business Class Agency and inform you about our activities.

 Business Class Agency is one of the leading study abroad agencies in the Far Eastern Region of the Russian Federation. It was founded in 1999. We focus on sending Russian students to study abroad all over the world. Business Class including: vocational courses, language courses, English for special purposes, internship, academic programmes, professional training, secondary schools, colleges, University and postgraduate placement, preparation and Foundation programmes. We serve both individuals and groups living in different cities of our region such as Vladivostok, Nakhodka, Khabarovsk, Magadan, Sakhalin and others.

 We started promoying English language courses in 1999 (in the USA mostly), but now we send students to over 14 countries including UK, Canada, Ireland, Germany, Malta, France, Italy, Spain, Australia, New Zealand, Japan, Korea, China. In

 we sent over students to study abroad.

OUR MISSION

 Our company provides services of very high quality. We value the reputation of our agency and provide our clients, partners and Embassies with fair and trustworthy information.

 We full consult all our students on every aspect f their courses before submitting course application and vise documents. We also take the precaution of checking the genuine intends of our clients, when assisting them in completing visa application (checking contact, collecting relevant , details, collecting relevant financial documents etc.) and try to ensure that all of our students are well suited and well- prepared for their course of study.

 We carry out adverting campaign on a large scale including TV, radio and newspapers. We are proud of having a large percent of established clients who always recommended us to their friends.

 Sincerely yours,

 Business Class Team

BUSINESS CLASS PROGRAMMES

* Summer junior programmes
* Adult language courses
* Cultural Exchange Programmes
* Primary, Secondary and Higher Education programmes
* BA, MA, MBA programmes
* Specialized programmes (Language+ activities and sports)

ACADEMIC PROGRAMMES

 Our company cooperates with many Schools, Universities and Colleges in different countries. We offer school programmes for minor students, undergraduate and graduate programmes.

 Every year have many request from Students to get higher education abroad. First we try to find suitable University or College for every student depending on one's educational backgrounds, language exams and financial capacity. Then we help the Students to apply for the special course. After that all is ready to arrange accommodation and tickets for a student and apply for a visa. This is a typical procedure. Our experienced managers apply for a visa. This is a typical procedure. Our experienced managers always do their best to serve a client. Now we have students and graduates in the USA, England, Australia, New Zealand, France, Germany, Spain, Japan and China.

SUMMER PROGRAMMES

 summer programmes are very popular among juniors and teen-agers. Usually we offer school programmes for minor students, undergraduate and graduate programmes.

 Every year we have many request from students to get higher education abroad. First we try to find suitable University or College for every student depending on one's educational backgrounds, language exams and financial capacity. Then we help the students to apply for that special course. After that all is ready to arrange accommodation and tickets for a student and apply for a visa. This is a typical procedure. Our experienced managers always do their best to serve a client. Now we have students and Graduates in the USA, England, Australia, New Zealand, France, Germany, Spain, Japan, China.

SUMMER PROGRAMMES

 Summer programmes are very popular among juniors and teen-agers. Usually we offer group programmes with qualified leader, but it can be an individual tour as well. Nowadays it is very efficient to send children for summer study programmes motivate children to become a person of the world. Our company is happy to offer summer programmes in the USA, England, Australia, Singapore and China

**Lesson 11**

Тема: «Конкурс проектов и учебно- исследовательских работ». Рекламная деятельность агенства.

Цели:

Провести конкурс проектов и учебно- исследовательских работ с применением рейтинговой системы оценки.

 Применить проектно-образовательные средства обучения, определить связь проектной методики с целями и задачами итоговой аттестации: интеллектуально-эвристические; практические; комплексные; аналитические; акцент-проекты; творческие и комплексные проекты.

Образовательная: Развитие навыков коммуникативной компетентности, ИКТ-активности, развитие навыков аудирования, чтения аутентичных текстов, обучение письменной речи в формате ГИА и ЕГЭ, обучение навыкам презентации творческих работ, осуществление межпредметных связей с информатикой, географией, историей, русским языком.

Воспитательная: воспитание толерантности, умение конструктивно вести диалог.

Учебно – методические: активизация материала на основе элементов сравнительно сопоставительного анализа лингвострановедческих аспектов английского языка.

 Задачи:

 Активизировать новую лексику.2. .3.Продолжать развивать навыки уверенных пользователей ресурсами интернет.4.Научить изготавливать рекламный буклет.5.СПОСОБСТВОВАТЬ ПРИОБРТЕНИЮ ОПЫТА ПРОЕКТНОЙ ДЕЯТЕЛЬНОСТИ.

Оборудование: ПК, интернет ресурсы.