

Учебно-методические материалы к курсу «Межкультурная коммуникация в академическом и деловом общении» (Рекомендовано кафедрой межкультурной коммуникации ГИ НГУ)

'I am ...

1. *a recent graduate with a 2:1 degree in Creative Writing*
2. *due to the heavy demands of assignments and research.*
3. *During my degree, I have developed an excellent eye for detail*
4. *from the University of Surrey*
5. *Here, I devised content ideas and managed a small team of writers.*
6. *I am looking for a challenging, fast-paced environment*
7. ***my creative knowledge and develop my writing skill-set further.***
8. *Over the last year, I have also balanced an editing position at Surrey's media society.*
9. *seeking an entry-level position in copywriting.*
10. *This proves that I have potential*
11. *to excel within a professional writing field.*
12. *within media to utilise*

'A highly-skilled mechanical engineer looking to resume a position

1. *engineering expertise after a short career break*
2. *Extremely knowledgeable*
3. *including condition-based maintenance,*
4. *in industrial construction.*
5. *in a progressive organisation which requires*
6. *Looking to re-establish a career*
7. *Possesses a wide skill set,*
8. *through working on automated systems on large-scale building projects.*
9. *to take care of a new-born.'*
10. *with seven years industry experience.*

Complete the personal statement with the right forms of the verbs from the box:

be	bring	develop	equip	look	nurture	possess	work
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'I am an ambitious purchasing manager (1) to progress into a senior purchasing position within the automotive sector. Having (2) communication skills when (3) in managerial positions at large automotive corporations, I've (4) successful working relationships. As a result, I (5) an advantageous professional network. Due to over 12 years of experience within this industry, I am fully (6) with commercial awareness and product knowledge. My hopes (7) to secure a challenging role in a market-leading automotive company where I can (8) fresh strategic vision and value to the business.'

Complete the personal statement with the adjectives from the box:

Able	commercial	competing	digital	focused	graduate	multinational
	relevant	strict	valuable			

A (1) Marketing graduate with a 2:1 degree, specialising in (2) Marketing. Possesses (3) professional experience gained during two internships with (4) businesses, acquiring (5) insight into developing and implementing digital marketing campaigns. (6) to balance multiple (7) priorities, having worked part-time for three years whilst still achieving (8) deadlines for submission of assignments. Aiming to secure a place on a (9) scheme, which will provide (10) exposure and opportunities for progression.

Match the beginnings and endings of the sentences that you can include in your Personal Statement:

1. I am an organised and efficient person with...
2. I am a flexible person seeking employment which will allow ...
3. I am a good listener and learner, ...
4. I am a keen, hard working, reliable ...
5. I am a bright and receptive person, able ...
6. I am good at working using my own initiative and I am flexible ...
7. I have a good sense of...
8. I am a hard working individual with ...
9. I am a loyal and trustworthy employee ...
10. I am a quick to learn and ...
11. I am a competent, loyal, hard working employee with ...
12. I am punctual with ...
13. I have a flexible and positive approach to employment and...
14. I am an organised, efficient and hard working person, and am willing ...
15. I am a good listener and learner, able to communicate well ... with a group and on an individual level.

- a) am willing to train to suit my next working environment.
- b) and am able to communicate well with people from all walks of life.
- c) and excellent time keeper.
- d) an enquiring mind
- e) an excellent attendance record.

- f) development, growth and make use of my existing skills.
- g) experience of assembly line work, drilling, and spraying.
- h) humour and a pleasant approach.
- i) in my approach to work duties.
- j) the ability to achieve tasks when working alone or as part of a team.
- k) to communicate well with people at all levels.
- l) to discover and accept new ideas which can be put into practice effectively.
- m) who can work alone or as part of a team.
- n) willing to adapt to any job.
- o) with a group and on an individual level.

Add adjectives and nouns from the box to the next 10 sentences from the list:

capable	clear	contribution	efficient	enquiring	high	keen	levels
	mature	objectives	positive	receptive	skills	spoken	
	unsupervised	written					

1. I am able to motivate and direct my talents and skills to meet (1)
2. I always seek to achieve a (2) standard in whatever work I undertake.
3. I am well organised with a (3) and (4) approach to problem solving.
4. I am a well organised, (5) and professional person.
5. I am able to communicate easily in both (6) and (7) forms.
6. I am a hard working, loyal and (8) worker with a variety of (9) to offer.
7. I am (10) to obtain new skills and training and have a flexible approach to all work situations, and find it easy to adapt.
8. I am (11) of relating to people at all (12) and am prepared to help them overcome problems in a work situation
9. I am open minded, (13) and innovative, with an (14) mind.
10. I can work (15) alone or as a member of a team and I like to use my skills to make a positive (16) to the workforce.

Which jobs do you think the following qualities will fit?

1. I am a family person with responsibilities, very reliable and trustworthy.
2. I am willing to learn new skills and have many existing ones to offer.
3. I have good interpersonal understanding and communication skills and am a confident team worker with the ability to work on own initiative.
4. I am a mature person with a sound engineering background.
5. I can organise and prioritise my own workload effectively.
6. I have the ability to work under stress and keep within set budgets and targets.

7. I am a mature and confident person with sales experience, team leadership skills and the ability to create new sales and build on existing accounts.
8. I am a quiet and focused person who can work swiftly and effectively either alone or as part of a team.
9. I am a reliable, trustworthy and flexible individual who can learn new skills easily and execute them swiftly.
10. I am a confident driver with clean driving licence, I have my own transport and an excellent knowledge of local and national road and motorway networks.
11. I am a confident Fork Lift Truck operator with a good all round knowledge of warehouse duties.
12. I am an experienced machine operator with a good all round knowledge of factory procedures.