МОДУЛЬНИЙ КОНТРОЛЬ (приклад):

**BUSINESS ENGLISH**

FINAL MODULAR CONTROL

V 5

*1. Read this information on recruitment. Get ready to discuss it.*

**SELECTING EMPLOYEES**

Recruitment is the set of legal activities used to select people who best meet the needs of organization. It involves finding, hiring and training people. To find the right people human resource managers turn to many sources for assistance. These include internal promotions, advertisements, public and private employment agencies, college placement bureau. The cost of selecting and training employees has become rather high. It includes interview time, medical exams, training costs, unproductive time spent learning the job, moving expenses, etc. A typical selection process would involve the following steps:

Step 1: Submit a resume / CV.

Step 2: Fill out application form.

Step 3: Go through interviewing procedure.

Step 4. Take employment tests.

Step 5. Submit background records.

Step 6. Take physical exam.

Step 7. Pass trial period. (Probation)

Application form helps the employer discover the applicant’s educational background, past work experience, career objectives, and other information directly related to the requirements of the job. Applicants are often screened in a first interview by a member of the human resource department staff. If the interviewer considers the applicant a potential employee, the manager who will supervise him, interviews the applicant as well. Such interviews are helpful in testing an applicant’s ability to communicate, to adapt to a stressful situation, and to clarify his/her goals, career objective, and background. It’s important for managers to prepare for the interview procedure to avoid selection errors they may regret. Companies run employment tests to measure basic competencies, examine specific job skills, and evaluate applicant’s personal qualities and interests. Many companies are very careful about studying a candidate’s work record, university record, and recommendations. Most of the firms recruit people who have the potential to be productive employees. The job may involve effective training programmes and proper managerial incentives.

*2. Answer the questions related to the above information.*

1. What is recruitment? What does it involve?
2. What are the people who carry out recruitment?
3. What tools and sources are used to help finding the right candidates for jobs?
4. Is the recruitment procedure expensive or it doesn’t cost at all?
5. Can you name the major steps that are usually taken for selecting employees?
6. What comes first during the recruitment procedure: interview with the employer representative or submission of a resume/CV?
7. Who can interview the candidate?
8. Why is it so important to interview a job applicant?
9. What do the companies seek to find out by executing employment tests?
10. Regular trainings for the employees is an effective and efficient practice, isn’t it?

*3. Match the English words and phrases to their Ukrainian equivalents:*

*4. Choose the present, past, future and perfect tense forms for the verbs in brackets.*

*5. Pick up the correct modal verb or its equivalent.*

***(Remember: ‘Modals’ is a group of short verbs, which give certain meanings to main verbs. There are twelve modal verbs: can, could, must, ought to, may, might, shall, should, will, would, need (to), dare.)***

*6. Rewrite these sentences: put the verbs in the passive, keep them in the same tense (you can remove the doer/doers of the action).*

*7. Translate into English.*

*8. Write a short essay (up to 100 words) about how you see your future profession. Are you interested in a well-paid job? Would you give preference to interesting job or well-paid job? Would you like to travel a lot or rather spend all the working hours in office or on the site? Are you seeking for prestigious work? Share your approach to the future job with your classmates.*

*9. Discuss with the class the possibilities to set up one’s own business in Ukraine. Can any person manage his/her own business or it’s not meant for everyone, and essential skills and traits are needed for running business. Are different pressures and strains part of entrepreneurship? Is it helpful to have some professional training to start business?*