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**Інструктивно-методичні матеріали до практичних занять
із дисципліни
«Переклад офіційно-ділових документів»**

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ВСТУП

Навчальне видання укладено відповідно до чинної навчальної програми із дисципліни «Переклад офіційно-ділових документів» для здобувачів вищої освіти, які навчаються за освітньо-професійною програмою «Англійська мова та література (переклад включно)» та «Прикладна лінгвістика (англійська мова)» першого (бакалаврського) рівня за спеціальністю 035 Філологія.

Метою вивчення дисципліни «Переклад офіційно-ділових документів» є теоретична та практична підготовка висококваліфікованих фахівців у галузі перекладу, які володіють знаннями про способи передачі власних імен географічних назв, назв компаній, газет чи журналів; відтворення ідіоматичних виразів, інтернаціональної лексики, реалій; правила перекладу ділової кореспонденції, контрактів, патентів та інших документів; відтворювати вірні контекстуальні відповідники лексем з МО у МП; вміти скласти резюме; вміти писати автобіографію; перекладати, власне, завершені тексти, що належать до публіцистичного, офіційно-ділового та художнього стилю мовлення; писати ділові листи; користуватися словниками, довідковою літературою. Курс «Переклад офіційно-ділових документів» засвоюється протягом третього семестру.

Вивчення дисципліни «Переклад офіційно-ділових документів» передбачає також самостійну та індивідуальну роботу здобувачів вищої освіти. В інструктивно-методичних матеріалах викладено у тезовій формі основні теоретичні аспекти тем для опрацювання, запропоновано вправи для розвитку практичних навичок двостороннього перекладу з цих тем, тестові завдання для самоконтролю, а також перелік рекомендованої навчальної літератури та інтернет-ресурсів.

Навчальне видання укладено англійською мовою, що відповідає діючим вимогам до навчального курсу та спрямоване на професійну підготовку фахівців у галузі філології відповідно до вітчизняних та європейських стандартів. Навчальне видання буде корисним у ході проведення практичних занять зі здобувачами вищої освіти в очному та дистанційному форматах.

TYPES OF LETTERS

Letters are an important method of correspondence between individuals or groups living in different locations. People write letters for a variety of purposes, such as communicating news, information and greetings. Whether you are writing business emails, personal letters or invitation letters, you can benefit from reviewing a few example letters. In this article, we look at examples of different types of letters and go through their format.

Here are suggestions for writing letters in English.

1. Use short, precise words that say exactly what you mean.
2. Rely on specific terms to explain points. Avoid abstractions, or illustrate them with concrete examples.
3. Stay away from slang, jargon, buzz words. Also avoid idioms and figurative expressions. Such words seldom translate properly. Abbreviations, acronyms and product names used in your country may also lead to confusion.
4. Use short paragraphs.
5. Use numbers and visual aids to clarify explanations.

Knowing examples of different types of letters can be helpful when writing to communicate a message. Letter writing is essential, both for communicating clearly and making a good impression. You can differentiate letters based on their content, formalities or purpose. Letter writing falls into two categories, namely formal letter writing and informal letter writing.

In formal correspondence, the language and format are formal, ceremonious and structured. People address a formal letter to authorities, dignitaries, colleagues and seniors, rather than to friends, family or personal contacts. In contrast, you may write an informal letter as a way of explaining your interests to friends, family and individuals with whom you do not share any professional ties. It is common to write informal letters in a conversational style.

THE STRUCTURE OF BUSINESS LETTER

Business letters are formal letters used for professional correspondence between business clients, employees and stakeholders. Examples of business writing include policy recommendations, memos, application letters, advertisements, press releases and emails. This writing considers purpose, audience and relationship dynamics while making stylistic choices.

There are many different types of business letters you might use in your professional career. From cover letters to letters of recommendation, drafting a clean, readable business letter can help you communicate ideas clearly. There are several steps you can take to make a business letter professional and appropriate for the audience of your letter.

How to format a business letter

When formatting your business letter, readability should be your top priority. From selecting a font style to correcting margins, you should make sure your letter is clean, clear and highly readable. There are a few different things to think about when formatting your business letter:

1. Select a professional font size and style.
2. Include sections for all necessary information.
3. Pay attention to spacing and margins.
4. Begin and end your letter properly.

Let's explore each of these formatting instructions in detail.

Select a professional font size and style

When deciding on which font to choose for your business letter, you should pay attention to cleanliness and readability. While it may seem tempting to select a stylistic font that personalized the letter, it might be difficult for your audience to read. They should be able to get the information they need from your letter as quickly as possible. Here are a few examples of popular fonts used in professional documents:

- Arial

- Avenir
- Calibri
- Corbel
- Garamond
- Georgia
- Gill Sans
- Helvetica
- Open Sans
- Times New Roman

When selecting a font size, you should consider the smallest size in which your document will still be easily readable. You should stay between 10 and 12 points for your font. Smaller than 10 point fonts will be difficult to read, while fonts larger than 12 points might appear unprofessional.

Include sections for all necessary information

When designing the layout for your business letter, you should keep in mind all of the necessary information typically included on a professional document. Typically, a business letter includes the following information at the top:

- Your contact information (Name, job title, company, address, phone number, email);
- The date;
- Recipient's contact information (Name, job title, company, company address);

- This information is followed by a salutation and then the body, followed by your close and signature. When drafting your business letter, be sure to include all appropriate information.

Pay attention to spacing and margins

Spacing plays an important role in making your business letter appear readable and professional. Be sure to put spaces between the elements at the top of your letter (your contact information, the date and their contact information) followed by another space to begin your letter.

In the body paragraphs, your letter should be single-spaced to create a clean yet readable document. You should include a space between each paragraph and before and after your closing. It is best practice to align your entire letter to the left side of the page as opposed to centered or aligned right. This makes it easy to follow for the audience.

Typically, a professional document has one-inch margins. It is appropriate for margins to be a bit larger than usual (up to one and a quarter inch) for business letters.

Begin and end your letter properly

As you start your letter, you should address the recipient appropriately. If you do not know the recipient, it is appropriate to include a general greeting like "To Whom it May Concern" or addressing them by their job title such as "Dear Director of Finance." If you know the recipient's name but have never formally met them or have only briefly met, you should include a more proper greeting like, "Dear Mr. (Last Name)" or "Dear Ms. (Last Name)". If you have a deeper relationship with the recipient, feel free to greet them with their first name as you would address them in person.

Select a brief, appropriate closing as you end your letter like “Sincerely,” “Respectfully” or “All the best” followed by your first and last name and job title. You should include a space between the close and your name.

Business Letter Format Example

Here’s an example of a business letter format you can use as a template when drafting your own business letter:

Roshni Duttaa Gomez

Sr. Project Manager

Asomtech Solutions

42/08, Bose road

Kolkata, West Bengal, India

050 2948 2948

rdutta@email.com

July 1, 2019

Ram Prasad

Sr. Data Analyst

Clouddatanow Tech

101 Solanki Street

Kanchan marg, Kolkata, West Bengal

Dear Ram Prasad,

It is my pleasure to strongly recommend Aashna Singhania for the Jr. Data Analyst role with Clouddatanow Tech. I am Roshni Duttaa, a project manager at Asomtech Solutions. I have 12 years of experience working in the tech industry and have seen many young professionals come and go. Ms. Singhania is one individual I have worked with who uniquely stands out.

During our time together, Aashna displayed great talents in data analytics. When we first met, I was immediately impressed with Aashna but during the time we worked together, her understanding of analysing data to achieve results for our company grew far more than that of her peers.

It's not just her technical skills that impress me. Aashna was a joy to work with because of her amazingly positive attitude and ability to communicate across teams. Her focus and attention to detail were also necessary and valued not just by me but also by her peers who often relied on her to get the job done.

I am absolutely confident that Aashna would be a great fit at Clouddatanow Tech. Not only will she bring the kind of skills and experiences you're looking for in an applicant, she will quickly become an asset and help your company grow in any way she can.

If you need more information or specific examples, please do not hesitate to contact me at 050 2948 2948. As a recommendation letter likely only provides a snapshot of her talents and achievements, I would be happy to further elaborate on my time working with her.

Sincerely,

Roshni Dutta

Sr. Project Manager

SIMPLE COMMERCIAL LETTERS

As straightforward as a commercial letter may initially seem, it can be a challenge to sit down and write one with the correct format. Since commercial letters are written by an organization or professional to another organization or individual for professional communication, it's important to use an established commercial letter format to form a good first impression.

Keep reading to know the essential elements of a business letter, how to format it and tips for writing effective business letters. We've also provided a free template that can make drafting your letters easy.

When To Use a Commercial Letter

A commercial letter is used by an organization or an individual for professional communication with other individuals or companies. Examples of commercial letters are job offer letters, sales letters, investor interest letters, resignation letters, business circulars, shareholder letters, letters of recommendation, etc.

Essential Elements To Include in as commercial Letter

Your Contact Address

If the contact address is already included in the letterhead, skip it. Otherwise, include these in your contact information:

- Full name
- Job title
- Company
- Address
- City, state, ZIP Code
- Phone number
- Email address
- Date

This is the date when you are writing the letter. If your contact information is included on the letterhead, your commercial letter starts with the date.

Recipient Address

The address should include:

- Full name
- Job title
- Company
- Address
- City, state, ZIP Code

Salutation

The salutation that you use depends upon how familiar you are with the recipient.

Use "To whom it may concern" if you're not sure about who will receive and read your letter.

If you know the recipient formally, use Dear [last name].

If you know the recipient informally, use the salutation Dear [first name].

Letter Body

This is the meat of the commercial letter. Use single line spacing for readability. You can use extra lines between paragraphs, after the salutation and above the closing salutation.

Closing Salutation or Valediction

Again, the closing salutation depends upon how formal or informal your relationship is with the recipient. Some of the most commonly used closing salutations in business include:

- Sincerely
- Cordially
- Best
- Kind regards
- Regards

- All the best
- Your Signature

You should always end with a handwritten signature even if the letter is typed and printed using a computer. Handwritten signatures help in establishing a rapport with the recipient even if this is your first communication. Always write your full name and title below the signature.

Optional Things To Include

If you are including any additional documents pertaining to the letter, make a list of those enclosures after your signature and name. If you are sending a sales letter, you may consider including a call to action (CTA) at the bottom of the letter.

How To Format a Commercial Letter

A commercial letter must be formatted for clarity and ease of understanding. Here are some points to consider while formatting the letter:

Block or indent. In the block format, all elements of the letter are left-aligned. But, if you want to use an indented format, right-align your address, date, closing salutation and signature. The rest of the elements will be left-aligned.

Font. Use a professional font such as Arial, Calibri, Times New Roman, Helvetica, etc. The size must be from 10 to 12.

Margins. A one-inch margin on all four sides of the page is the standard. You can increase it to one-and-a-quarter inches to differentiate it from other types of letters.

Spacing. Use a single line for the body of the letter. Use extra lines after your address, date, recipient address and salutation. Also, leave an extra line before the closing salutation.

Writing for Employment

If you want to get a job, you have to invest time and effort preparing yourself for employment. There are five stages in the job search.

SELF-EVALUATION

RESEARCH ABOUT THE EMPLOYER

THE PERSUASIVE RESUME
(Curriculum Vitae)

THE COVER LETTER\APPLICATION LETTER

A FOLLOW -UP LETTER

When you follow these steps, you will have a master plan for getting the job you want.

Self-evaluation

The employment process must with introspection, that is looking inside yourself at different angles. You should start with:

1. Identifying your interest
2. Evaluating your qualifications

Identifying Your Interests

To take this first step, answer the following questions:

1. What are you looking for: money, power, prestige, security, travel opportunities, spare time?
2. How important are salary, environment, benefits and job stability?
3. Do you enjoy working with people, information or products?
4. Is it important for you to be your own boss?
5. What is idea of perfect job? A perfect boss? A perfect colleague?

Evaluating Your Qualifications

To make this step, divide a piece of paper into four columns and honestly write down your:

1. **Academic strength and ability**, for example: good at mathematics, good at computers, speaks some languages;
2. **Skills**, such as: managements, communications, research and technical skills;
3. **Transferable skills**, like: typing, computer literacy, composition skill;
4. **Personality or character traits**, including: creativity, zeal, energy, patience, friendliness.

These two reasons help you to look inside and to analyze yourself, to determine if you are the right person for the job advertised.

HOW TO WRITE A RESUME

A resume - sometimes called a curriculum vitae or CV - is a summary of your education, training, work experience and skills. A good resume demonstrates how your skills and abilities match up with the requirements of a job.

How Long Should a Resume Be?

A resume isn't an exhaustive list. If it's too long it probably won't get read. The best resumes are usually no longer than one or two pages. If you've just left high school - whether you finished or not - a one-page resume is perfectly reasonable. If you're at uni, or you've finished uni, you've probably got enough experience to fill two pages. If you need to go over two pages that's okay, but make sure everything you include is necessary to explain how good a fit you are for the job. The worst thing to do is to pad out your resume. There's nothing wrong with a one-page resume, as long as it has all of the relevant information on it. More is not necessarily better.

Do I Need to Change My Resume Every Time?

You need to change your resume for every job application so that it lists the skills and experiences that are most relevant to the job you're applying for. Not every job will have the same set of requirements, but every resume you send out needs to be 100% relevant to the requirements of that job. The point of a resume is

to convince a recruiter or employer you're worth interviewing. A tailored resume makes that case better than a generic one, so it's worth the extra time.

How to Tailor Your Resume

First, find out what the job requires. If you found out about the job from a job listing, the key requirements or skills should be in the ad. There may also be a position description, which is a document that outlines exactly what kind of skills and experience a job requires. If you found out about the job from your networks, ask the person who told you about it what skills and experience the employer is looking for.

If you feel like you need more information you can always contact the recruiter or employer and ask them. There should be a phone number or email address either on their website or the job listing.

Questions you could ask include:

- What can you tell me about the job?
- What can you tell me about the ideal candidate for the job?
- Is there a position description that I can look at? (only ask this if the job ad didn't mention a position description)
- Are you expecting any internal applicants? (If they are, you could ask them if they think the internal applicant(s) are well suited to the role)

Be polite and introduce yourself when you make contact. Showing you have the initiative and ability to research the job can make a good impression.

Next, make a list of the job requirements and think about jobs that you've done or experiences you've had that required those skills. These are the experiences you need to put on your resume. Anything that doesn't match up to those job requirements should not be included. It's important to do this every time you apply for a job. For some jobs you might only need to tweak your resume slightly. Other jobs might need a complete rewrite. Either way, it's worth the effort and can improve your chances of getting an interview.

Ways You Can Meet a Job's Requirements

Things like your academic record and work experience can show how suited

you are to a particular job, but these aren't the only things you can include. Other things that can demonstrate your abilities, include:

- Volunteering or extracurricular activities (including sports or hobbies)
- Any extra training or courses that you've done (including on-the-job training)
- Any awards or recognition you've received

If you include this sort of thing, make sure it's specifically related to the job.

There's no point mentioning that you coach your sister's soccer team if you're going for a job at a cafe.

What You Should Definitely Include on Your Resume

Here's a brief rundown on the essential things to include on your resume.

Personal Details

Put your full name and contact details on your resume, including your address, telephone number(s) and email address. Make sure you use a professional-sounding email address. Email addresses like bigbooty@partytime.net don't create a great impression. If you haven't got a professional-sounding email, get one. Make it as close to your real name as possible - something like emilybenbow@hmail.com is ideal.

The best place to put personal details is in the header of your resume. That way it will appear on every page. This will also leave room for (and focus attention on) the most important stuff: proof you have the skills and experience for the job.

Education and Training

This is a summary of your education and training history, starting with your most recent studies. Make sure that you include all training that's relevant to the job you're applying for, including any on-the-job training you've done. If you haven't done much study or training, just put down what you have done. Don't pad things out with things like First Aid or Responsible Service of Alcohol, unless they're relevant to the job you're applying for. More is not always better.

Employment History

Generally speaking it's best to start with your most recent job and work backwards, listing:

- The name of the employer
- Your job title
- The dates you worked there
- Your duties and responsibilities
- Any major achievements while you worked there

Make sure that each job that you list demonstrates how well you are suited for the job you're applying for. Emphasize the skills that are asked for by the recruiter or employer.

If you've done a lot of different kinds of jobs, you could list your work experience in a way that links those jobs to the job you're applying for. You could list the jobs in related fields first, under "Relevant Work Experience" and then briefly list the other jobs under "Other Work Experience". You can also include any work experience or volunteer work that you've done. Only include volunteering and work experience that's relevant, though. No sense mentioning that you volunteer at the RSPCA shelter if you're going for a job in IT!

Remember - a short resume is a good resume. More is not always better.

Page Numbers

Make sure your resume has page numbers on it, even if it's just one page. Page numbers on a one-page resume make sure the recruiter or employer knows they're looking at the whole thing. Page numbers on a two-page (or three-page) resume ensure that if a page is missing, they go looking for it so they don't miss out on any information about you.

What You Should Maybe Include on Your Resume

Here's a few things that you should consider including on your resume - but only if they show you're a good fit for the job.

Professional Profile

A professional profile directly links the job's requirements to your skills. It's kind of like a mini-cover letter, designed to grab a recruiter or employer's attention and encourage them to read on. Some recruiters may jump straight to resumes without reading cover letters, especially when there are a lot of applications to read. A professional profile can help to grab their attention right at the start.

You can create a professional profile by asking the following questions:

- What skills and abilities can I bring to this employer?
- What excites me about this role?
- How can I show that there is a link between the skills listed on my resume and this job?

If you include a professional profile, make sure it's only a few short bullet points and make sure that it stays relevant to the requirements of the job.

Other Experience

This is a list of your activities outside of work and study. A list of relevant interests can show how well you're suited to the job. You might include clubs you're a member of or sports you play. If you include interests, make sure they're relevant to the job you are applying for. No sense mentioning the astronomy club in an application for an electrician apprenticeship.

What You Should NOT Include on Your Resume

Here are a few things that you don't have to include on your resume, although there are some circumstances when including some of the following information might be a good idea.

Other Personal Information

Discrimination in employment is a real concern. You're not obliged to provide any personal information on your resume over and above your name and contact details. This means that you don't have to provide:

- Your date of birth
- Your marital status

- Your gender
- Any languages you speak
- Any disabilities that you have
- Any other personal information

A possible exception to this when providing this information would be an advantage. For example, if the employer is looking for someone young, or a female applicant, or an applicant who comes from a particular background. In this situation consider including such information if you think it would strengthen your application.

Career Objective

Career objective statements are a general statement about your career goals. They don't really help to prove you're a good choice for the job. They risk distracting from the important information on your resume. Consider adding a professional profile instead (see above).

Referees (or Written References)

It is no longer standard practise to provide referees or written references as part of a job application. You should still find some people to be your referee, but you don't need to include their details on your resume. Instead, simply end your resume with a brief statement along the lines of "References can be supplied upon request."

To learn more about finding someone to be your referee, check out our [Who Can Be My Referee?](#)

Typos or Factual Errors

Submitting a resume or cover letter with spelling mistakes will guarantee you don't get an interview. Make sure that you spellcheck your resume before you send it, but get someone else to read it as well and check for mistakes you might have missed. Double-check everything that you include in your resume. If you mention the company's name, make sure you get it right. If you mention the name of places you've worked before, make sure you get that right. Mistakes on resumes are worse than typos. You should also consider getting your resume looked at by

someone professional. Check out "Get Someone to Look at It Before You Send It", below.

Lots of Fonts

Making your resume "fancier" by choosing lots of cool fonts is a bad idea. Recruiters and employers want to read your resume, not admire its design and layout. Pick a single, simple font (e.g., Times, Arial, Helvetica) and stick to it.

Photos

Showing a recruiter or employer what you look like doesn't help them decide if you're right for the job. There are exceptions, like modelling or acting jobs, but in general, unless your picture has been specifically requested, don't include it.

Get Someone to Look at It Before You Send It

Most high schools have careers teachers and most unis and TAFEs have career counselling services. If you're a student, get in touch with them and ask them to look at your resume before you send it. They might not be able to look at it straight away, so don't contact them the day before the application is due – allow some time for them to actually read through it. If you're not a student, Registered Training Organisations (RTOs) or your local Learn Local organisation may be able to help out with resume assessment. If they can't, they will be able to recommend someone who can help. You can call the Victorian Skills Gateway on 131 823 to find an RTO or Learn Local organization near you.

Resume Checklist

- After you've written your resume, and before sending it, go through this checklist:
- Detail - Make sure you've provided specific examples of your achievements and how you've used the skills you have
- Tailoring - Make sure everything you've included shows how well suited you are for the specific job you're applying for
- Presentation - Make sure the resume is simple and well laid out, printed on clean, white paper in a standard font (e.g., Times, Arial or Verdana) at a standard size (10 or 12 point)

- Proofreading - Make sure there aren't any spelling mistakes, typos or grammatical errors
- Get Some Advice - Ask a friend or get a professional to look over your resume before you send it

CV& Letter of Recommendation

What is a CV?

A CV — short for the Latin phrase “curriculum vitae” meaning “course of life”— is a detailed document highlighting your professional and academic history. CVs typically include information like work experience, achievements and awards, scholarships or grants you’ve earned, coursework, research projects and publications of your work. A CV is typically two or three pages long, but it’s not unusual for it to be much longer for mid-level or senior job applicants as it serves as a full outline of one’s career accomplishments.

CV format

While your CV should be specific to your background and tailor to the job for which you're applying, there are several steps you can take to ensure you write an effective CV.

Most CVs include the following sections:

- Contact information
- Academic history
- Professional experience
- Qualifications and skills
- Awards and honours
- Publications
- Professional associations
- Grants and fellowships
- Licenses and certificates
- Volunteer work
- Personal information (optional)

- Hobbies (optional)

CV template

While most CVs share the same basic structure, the organization and content of a CV depends on the type of position you apply for. When organizing your CV, list the most relevant sections first to catch an employer's attention, whether that is your work history or an impressive list of publications. Here is a CV template to reference when creating your own:

[Name]

[Address]

[Phone number]

[Email]

Education

[Type of degree]

[Major and minor]

[Name of school]

[Date of attendance]

Publications: title, publication name, date.

Use the same citation style for each publication to be consistent

Conference presentations

"Presentation Title," Conference Name, Month Year

Professional experience

[Name of most recent position]

[Start date - end date]

[Name of organization or employer]

Brief description of job duties

Use short phrases to be as succinct as possible

Skills and certifications

Use bullets to list your skills

List the specific name of your certifications and the organization that provided the certification

Awards and honors

Memberships

PAUL PIPER

PROFESSIONAL SUMMARY

Motivated engineering project manager with 13 years of experience, recognised for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organised with excellent leadership and team-building record.

WORK HISTORY

Engineering Project Manager, 03/2018 to Current

BRC Water Engineering Ltd- Wakefield

- Consistently met reliability and safety standards by constantly verifying conformance to product quality parameters.
- Utilised MS Project to plan, manage and track 5-10 projects simultaneously.
- Defined project proposals and determined time, quality, safety and cost scope with 95% accuracy.

Civil Engineer, 09/2011 to 03/2018

United Utilities- Leeds

- Inspected project sites to monitor progress and adherence to design specifications, safety protocols and sanitation standards.
- Resolved structural problems by collecting data, establishing facts and drawing accurate conclusions.
- Recommended and selected new and replacement test equipment to improve research and testing capabilities.

Graduate Civil Engineer, 10/2008 to 08/2011

United Utilities- Leeds

- Checked design calculations of 15 engineers with 100% accuracy.
 - Logged and utilised Excel spreadsheets data, providing informative Power Point presentations for planning meetings.
 - Prepared installation project proposals, including cost estimates, schedules and project specifications.
-

CONTACT

Address: 4 Queensway , Sheffield S1 9TH
Phone: 07912 345678
Email: p.piper@example-example.co.uk

SKILLS

- Engineering cost estimates
 - Water fall and V model processes
 - Agile project methodologies
 - MS Project
 - Cross-functional team supervision
 - Risk and change management
 - Budgeting and cost management
 - AutoCAD Civils 3D & Water CAD
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EDUCATION

Master of Science, Project

Management, 08/2008

University of Huddersfield - Huddersfield

Bachelor of Science, Civil

Engineering, 08/2006

University of Leeds - Leeds

COVERING LETTER

The cover letter is usually the first item an employer reads from you. Your letter should immediately indicate what position you are applying for and then give information that demonstrates why you should be considered for the position. Do not repeat all of the information contained in your resume. Instead, highlight or elaborate on resume items that are directly applicable to the position for which you are applying. The following information should be included in your cover letter.

Information about you

Begin your cover letter with your contact information. It should be in block style, on the left margin of your paper, towards the top.

- Name
- Current home address
- Telephone number
- Date

Contact Person's Name, Title, Employer, and Address

Including a specific name can get your letter and resume to the hiring manager more quickly and can be an effective personal touch. If you are applying for an advertised position that does not give a name to contact, call the company and ask for the department manager's name.

Salutation

Choose the appropriate way to address the contact person. For example:

Dear Mr. Johns (if a man's name is the contact)

Dear Ms. Smith (if a woman's name is the contact)

Dear Prospective Employer (if there is no contact name)

Opening Paragraph

In the opening paragraph tell how you learned about the position. You may, for example, know of a job through:

- a classified advertisement
- an unsolicited mailing
- the Internet

- personal referrals

Middle Paragraph

This paragraph gives a summary of your background and critical skills (hard skills) that make you qualified for the position.

Second Middle Paragraph

This paragraph can be used to demonstrate your persuasive skills (soft skills).

Contact Information and Closing

At the end of the letter talk about your availability for the job, where you can be contacted, and when you are going to contact the hiring person for an appointment to discuss your application. If you have no contact name you may simply want to indicate your anticipation for a response in this part of the letter. Thank the person to whom you are writing for his/her time and consideration of your application.

Viktoriiia Smolovska

+380957895077

vika.com.42530@gmail.com

4 Zavodska Street

Korostyshiv, Ukraine 12500

John Sadrick

Head of Translation Department

3344 Adams Drive

Houston, TX 77006

19 September 2022

Dear Mr. Sadrick,

I was very delighted to discover that you are looking to fulfill the Translator position within your company as I believe that my qualifications match perfectly

with your current needs and requirements. What is more, I believe that my qualities would be valuable to your team and that it would be the opportunity of a lifetime for me to grow both personally and professionally. Offering well-developed writing and reading and comprehension skills, I am certain that I would meet all your goals and objectives.

I hope that you will contact me soon by telephone or email to arrange an in-person interview. I am sure you will find my portfolio to be an excellent reflection of my skills. Thank you in advance for your time and consideration.

Sincerely,

Viktoriia Smolovska

List of questions for independent work

1. Types of business letters.
2. Structure of a business letter.
3. Problems of employment and resume writing.
4. Translation of business correspondence and elaboration of the terminology of such materials.
5. Translation of business contracts and development of terminology and constructions of this kind materials
6. Format of a business contract.
7. Features of the vocabulary of official documents.
8. Features of translation of business contracts.
9. Translation of terms.
10. Style of official and business documents.
11. Translation of official documents: grammatical aspect.
12. Features of translation of business correspondence.
13. Translation of a business letter, address, telefax.
14. Peculiarities of translating different types of letters when hiring.
15. Translation, study of structure, content and composition (Resume).
16. Peculiarities of writing and filling out applications.
17. Structures of an autobiography.
18. Translation of social letters.
19. Translation of contracts, contract structure.

20.Types of contracts.

21.Lexical features of contracts.

22.Translation of abbreviations in official documents.

Task 2. Give the right order of resume parts.

1. Awards and honours.
2. Education and training.
3. Employment objective.
4. Personal data.
5. References.
6. Related activities.
7. Special skills.
8. Work experience.

Task 3. Answer the following questions.

1. What is the difference between technical and additional skills? Give your personal example and justify your answer.
2. Is it important to include experience in a resume? Why?
3. What should I write in my resume if I have little or no experience? Give an example.
4. What should the information about training look like?
5. How contact information should look? Write a personal example.

THE LIST OF LITERATURE

Main literature:

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4. Jones L. New International Business English. Cambridge University Press, 2001. 235 p.
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6. Hollett V. Business Opportunities. Oxford: Oxford University Press, 1998. 225 p.
7. Mascull B. Business Vocabulary in use. Cambridge: Cambridge University Press, 2003. 325 p.
8. Wallwork A. Business Vision. Oxford: Oxford University Press, 1999. 229 p.
9. Wallwork A. Business Options. Oxford: Oxford University Press, 1999. 249 p.
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12. Карабан В. І. Переклад англійської наукової і технічної літератури. Вінниця: Нова книга, 2002. 562 с.
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14. Корунець І. В. Theory and Practice of Translation. Вінниця: Нова книга, 2001. 447 с.

Additional literature:

15. Bell R. T. Translation and Translating. — London: Cambridge Press, 1991. 480 p.
16. Hatim B., Mason I. Discourse and the Translator. New York: Brooklyn Bridge, 1988. 490 p.

17. Newmark P. A. Textbook of Translation. New York: Harrison Press, 1988. 390 p.
18. Reed C. A Teacher's Guide and Glossary to The United States Constitution. Washington: US Informational Agency. New York: Brooklyn Bridge, 2018. 290 p.
19. Teaching English for Business ESP English Classes.
<http://esl.about.com/library>.