

Unit 5

Task 1: You are going to read an article about Mandarin Chinese. Seven Sentences have been removed from the article. Choose from the sentences A-G the one which fits each gap (1-7)

MANDARIN CHINESE

We hear it all the time: if you want to be competitive in today's business market, you must speak English. Millions of dollars are spent on English classes every year. Eager students spend endless hours perfecting their pronunciation, increasing vocabulary and improving their listening skills. However, a new rival has arrived **1**_____.

So, should we all cancel our digital subscriptions to the New York Times and the Guardian and start reading the 中文門戶網站? **2**_____. While China's economy has undoubtedly experienced impressive economic improvements over the past ten years, many experts question whether or not the world's most shining business talents will have to start the arduous task of learning Mandarin. This does not change the fact that over 30 million foreigners are studying the language.

Those that argue that we should think before jumping on the Mandarin bandwagon point out that the Chinese are already learning English on a massive level **3**_____. Many wealthy Chinese now study at universities in America, Britain, and Australia, rendering the necessity to speak Mandarin in business situations quite unnecessary.

When Chinese companies do business with foreign companies, they simply ensure that their employees can speak English proficiently, much like the rest of the business world **4**_____. The pay received does not seem to be worth the years of arduous study and the sheer cost of arriving in China. Which brings us to our next point: Chinese can take years and years for an adult to master.

The Foreign Office in the UK gives its students 4 times as much time to learn Chinese than it does all the Romantic languages such as Italian, French or Spanish **5**_____. It's estimated that someone with a good aptitude for learning languages could possibly learn operational Chinese after 3 years of full time study, and that is an extremely conservative estimate. Is it really worth the time, energy and money? Could that time be better used, perhaps, to get a law degree, an MBA or to learn French and Spanish?

It all comes down to the reason for studying Mandarin. Do you enjoy learning languages? Are you just a plain old masochist? If your goal is to start doing business it's a worthwhile venture to do your research beforehand. Of course it always helps to speak the mother tongue of your business partners **6**_____. In practice, however, it may be little more than a novelty for your business partners. A business meeting does not seem to be the

time to hone your language skills.

So should parents be enrolling their children in bilingual schools in order to learn Chinese? 7 . Despite the arguments above, Chinese is still the most widely spoken language in the world, beating out native English speakers by half a billion people. However this number is misleading as English has a real cultural influence in approximately 115 countries, where Mandarin Chinese's sphere of influence encompasses 5 countries. Then again, what sounds more impressive on a résumé, fluent in French or fluent in Chinese?

- A. *It is much more cost-effective to hire local graduates who have studied English and will work for 130€ a month as opposed to foreigners who demand higher pay.*
- B. *It shows that you care enough about the culture to invest a significant amount of time in order to learn the language.*
- C. *A formidable contender in today's business world: Mandarin Chinese.*
- D. *Many Chinese children are exposed to English as early as nursery school and Chinese adults who cannot speak English are told that professional careers are out of their reach.*
- E. *Mandarin's intricate characters, lack of structured grammar, and 4 tone speech patterns are all challenging concepts for most Westerners.*
- F. *Chinese lessons and bilingual English/Chinese classrooms are growing trends in much of the US and the UK*
- G. *Maybe not quite yet.*

Task 2: Cover Letters. Read the following statements and decide whether they are true or false. If they are false, justify your answer.

1- Your cover letter is your chance to really sell yourself, so don't worry about its length and about using elaborate language. Cover letters are in general 2 pages long.

2- It is preferable to hand-write your cover letter.

3- If you're applying to a variety of different jobs, they should be tailored accordingly to each job specification and there shouldn't be a generic cover letter sent out to all potential employers.

4- Include some humour and casual phrases in your cover letter- it will endear potential employers more to you and some flattery, even if it is false, can go a long way.

5- End your cover letter with a statement of intent- ie. I will be in touch next week to discuss the possibility of an interview.

6- Get someone you trust to proofread your letter to check for any spelling/grammatical mistakes- they can often find errors which spellchecker might overlook.

7- Show how much you know about the company and why you would be a good fit for their organization.

8- Don't list information which the employer can easily find on your CV.

9- Don't discuss why you need the job financially, or as a means to build up your CV.

10- Show how all of the training and experience you have received so far has prepared you for the requirements of the job.

Task 3: Below you will see a list of words which refer to the different parts in a CV. Which one do you think goes first, second, third, and so on? Use the numbers 1-8 and put them next to each part.

References ()

Personal details ()

Employment history ()

Education history ()

Contact details ()

Personal profile ()

Professional qualifications ()

Interests ()

Skills ()

Task 4: Read the following statements and decide whether they are true or false. If they are false, justify your answer.

1- CVs can be handwritten.

2- Colour should be avoided- black and white is best, for formality.

3- CVs should be a maximum of 2 pages long.

4- A good CV is concise without unnecessary waffling.

5- References can be from family friends.

6- Pay attention to the format of your CV- the most common font to use is Times New Roman, font size 12 in black. Other fonts are acceptable, but whichever one you choose, make sure it is consistent throughout.

7- Mentioning some pieces of information which are not necessarily true, but which you think will help you in your job search, is acceptable. Just try to make it subtle so that a potential recruiter doesn't have a chance of finding out.

8- Action verbs are highly advisable to use in your CV.

9- References are obligatory on a CV.

10- Like with a cover letter, get someone you trust to proofread your letter to check for any spelling/grammatical mistakes- they can often find errors which spellchecker might overlook.
