

Topic - exercises

TEST

1. Complete the sentences with the correct words.

1. One of the most difficult problems a young person faces is deciding what to do about _____.
2. Choosing _____ takes time and there are a lot of things you have to think about.
3. You may find that you will have to take special courses _____ a particular kind of work.
4. The resume begins with _____ centered at the top page.
5. This _____ should be well thought out from the very beginning since it will _____ the way you will write the rest of the resume.
6. The process of finding people for particular jobs is _____.
7. Outside specialists called _____ may be called to _____ people for very important jobs.

2. Put the words in the correct order to make sentences.

- a. are, for, a, you, decision, decision, and, of, your, fortunately, lot, making, in, there, to, people, help, can, advice, turn.
- b. friends, ideas, your, listen, offer, you, suggestions, to, can, and, over, and, also, to, with, are, who, family, ready, always, talk, members.
- c. long, knitting, for, a, evening, is, winter, useful, occupation.
- d. _____, the, profession, that, you, is, your, life, part, working, your, of, spend.
- e. publications, in, solid, expensive, place, companies, prestigious
- f. not, job, list, the, who, qualification, at, you, least, for, two, your, people, to, describe, can, related.
- g. why, a, he, covering, right, made, his, why, he, person, is, sending, it, CV, in, job, and, for, an, he, application, wanted, the, and, the, letter, explaining

3. Match the following words and their meanings

1. recruitment	a) a person not related to a candidate, who can describe his/her qualification for the job
2. headhunting	b) assessing one's intelligence and personality.
3. CV	c) explanation why a person wants the job and why he/she is the right person for it.

4. covering letter	d) the list of the universities, institutes, colleges one has attended
5. psychometric tests	e) the process of finding people for particular jobs
6. education	f) the "story" of one's working life
7. referee	g) persuading them to leave the organizations they already work in

4. Find the skills suitable for the following jobs.

1. accountant	a) making decisions
2. manager	b) analyzing
3. social worker	c) speaking
4. journalist	d) supervising
5. senior executive	e) helping people
6. interpreter	f) interviewing
7. florist	g) decorating

5. IN EACH SEQUENCE CROSS OUT ONE MISMATCHING WORD/WORD COMBINATION (judging by sense).

- business card, first impression, transport charge, business communication, the pledge of success;
- social status, eye contact, gender, tolerance, cultural differences, stereotypes, controversial;
- terms and conditions, business proposal, confusion, conversation, business negotiation, professional partnership, boarding pass, customer, data;
- to check in, to check out, to disembark, to book a room, to pay the bill, to make a complaint/request, to order, to receive a call;
- self-introduction, arrangement, to complete a degree, face-to-face meeting, body posture, self-presentation, professional image, to be on time, to state the purpose;
- senior, year of studies, major, freshman, junior, sophomore;
- master's degree, system of higher education, bachelor's degree, associate's degree, offspring.

Урок-решит

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The English Law

Text 1

The United Kingdom does not have a single legal system. The law in Scotland was influenced by the Roman law and is different from the law of England, Wales and Northern Ireland.

The English legal system is centralised through a court structure which is common to the whole country.

Some important characteristics of the English law are:

English law is based on the common law tradition. By this we mean a system of 'judge made' law which is continuously developed through the decisions of judges in the cases brought before them. These judicial precedents are an important source of law in the English legal system.

Common law systems are different from the civil law systems of Western Europe and Latin America. In these countries the law is codified or systematically collected to form a consistent body of legal rules.

English judges have an important role in developing case law and stating the meaning of Acts of Parliament.

English judges are independent of the government and the people appearing before them. This allows them to make impartial decisions.

Court procedure in England is accusatorial. This means that judges do not investigate the cases before them but reach a decision based only on the evidence presented to them by

the parties to the dispute. This is called the adversarial system of justice. It can be compared to the inquisitorial procedure of some other European systems where the function of the judges is to investigate the case and to collect evidence.

Text 2

Who is Who in the Law?

MAGISTRATES. Magistrates are unpaid judges, usually chosen from well-respected people in the local community. They are not legally qualified. They are guided on points of law by an official, the Clerk.

SOLICITORS. After the suspect was arrested, the first person he/ she needs to see is a solicitor. Solicitors are qualified lawyers who advise the person and help prepare the defence case.

BARRISTERS. In more serious cases, or where there are special difficulties, it is usual for the solicitor to hire a barrister to defend the accused. The barrister is trained in the law and in the skills required to argue a case in court.

JURORS. A jury consists of twelve men and women from the local community.

They sit in the Crown Court, with a judge, and listen to witnesses for the defence and prosecution before deciding whether the accused is guilty or innocent.

JUDGES. Judges are trained lawyers nearly always ex-barristers, who sit in the Crown Court and Appeal Court. The judge rules on points of law, and makes sure that the trial is conducted properly. He/she does not decide on the guilt or innocence of the accused – that is the jury's job. However, if the jury find the accused guilty, then the judge will pass sentence.

Text 3

Solicitors and Barristers

England is unique in having two different kinds of lawyers. They are solicitors and barristers.

If a person has a legal problem, he goes to see a solicitor. Almost every town has at least one. In fact, there are about 60,000 solicitors in Britain.

Many problems are dealt with exclusively by a solicitor. For instance, the solicitor deals with petty crimes and some matrimonial matters in magistrates' courts. He prepares the case and the

evidence. He may represent his client in the lower courts. In a civil action, he can speak in the county court, when the case is one of divorce or recovering some debts. Besides, a solicitor deals with other matters. He does the legal work involved in buying a house, he writes legal letters for you, he helps you to make a will, etc.

Barristers are different from solicitors. Barristers are experts in the interpretation of the law. They advise on really difficult points, and conduct legal proceedings in the higher courts. Barristers are rather remote figures. A barrister's client can come to him only via a solicitor. Barristers do not have public offices in any street. They work in chambers, often in London. There are about 6,000 barristers in England. Usually only barristers can become judges in English courts.

Text 4

Judges in Great Britain.

In Britain, the vast majority of judges (that is, the people who decide what should be done with people who commit crimes) are unpaid. They are called "Magistrates", or "Justices of the Peace" (JPs).

They are ordinary citizens who are selected not because they have any legal training but because they have "common sense" and understand their fellow human beings. They work voluntarily. They are appointed by the Lord Chancellor on the recommendation of local advisory committees.

A case is usually heard by a bench of three magistrates who are advised on the law by the clerk of the court. There are about 30,000 magistrates and they hear over 90 per cent of criminal cases. Besides, there is a small proportion of district judges. These are full-time paid judges appointed by the Queen on the recommendation of the Lord Chancellor. There are about 100 district judges in England and Wales. They sit in the magistrates' courts in the larger cities, particularly in London. A case is usually heard by a single district judge. Barristers or solicitors of seven years' experience can be appointed district judges.

Text 5.

Judges in Great Britain

A distinctive feature of the British system in comparison with many continental systems is that it does not have law schools training judges.

Judges are chosen from lawyers who gained considerable experience as legal practitioners before they are appointed to the judiciary. In continental systems a law graduate can choose to be a judge at the beginning of his/her career. In Great Britain they cannot.

The vast majority of judges are magistrates. A small proportion of judges are not magistrates. They are called "High Court Judges" and they deal with the most serious crimes, such as those for which the criminal must be sent to prison for more than a year.

High Court Judges are paid salaries by the state and have considerable legal training. The work of judges is not easy. They even make mistakes sometimes. These mistakes are often overruled by appeal courts. People usually say that the judge has 'power over the lives and livelihood' of all litigants who enter the court. . The judge's decision may frequently affect the interests of individuals and groups of people who are not present in court. That's why it's true to say that the judge has burden some responsibilities to make decisions. That's why we say that the judge's work is not easy.