

English for Information Technology

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EFFECTIVE PRESENTATIONS

Objektivizace hodnocení ústní prezentace: specifikace definovaných kritérií

(na základě textu PhDr. Libora Štěpánka, Ph.D. *Objektivizace hodnocení ústní zkoušky z anglického jazyka*, <http://casajc.ff.cuni.cz/docs.php>)

Organizace:

Úvod: představení se, téma/účel prezentace, hlavní body, doba trvání, čas pro otázky obecnosti.

Hlavní část prezentace: logická posloupnost.

Ukončení: signál blížícího se ukončení prezentace, shrnutí či závěr, doporučení, poděkování, výzva k diskusi.

Obsah: relevantní pro publikum, informativní, srozumitelný.

Jazyk: vhodný registr, vysvětlení odborné terminologie, gramatická správnost, správná výslovnost klíčových slov, patřičná rychlost a hlasitost promluvy, správná intonace.

Řeč těla: zdůraznění významu sdělení při pomoci držení a pohybů těla, oční kontakt, minimum čtení, vyzařování sebejistoty a pozitivního chápání prezentace.

Vizuální pomůcky: vhodné, jasné, podpůrné.

Diskuze: vhodnost reakcí na různé druhy otázek, jasné, adekvátní odpovědi.

Relevant Websites

Making Effective Oral Presentations

<http://web.cba.neu.edu/~ewertheim/skills/oral.htm>

Mark D. Hill, *Oral Presentation Advice*

<http://pages.cs.wisc.edu/~markhill/conference-talk.htm/>

English for Professional Communication: Oral Presentation

<http://ec.hku.hk/epc/presentation>

Oral Presentations

<http://www.etsu.edu/scitech/langskil/oval.htm>

Engineering Communication Centre: Oral Presentations

<http://www.ecf.utoronto.ca/~writing/handbook-oral.htm/>

Online Technical Writing: Oral Presentations

<http://www.io.com/~hcexres/textbook/oral.htm/>

Pohaněl K., Krčová I., *Zásady ústní prezentace*

<http://www.geografie.webzdarma.cz/prezentovani.pdf>

A Letter of Job Application

The following parts should be included in a letter of job application (a cover letter):

1. Purpose / Reference – why are you writing ? / where did you see the job offer ?
2. Enclosing CV – just mention it
3. Qualifications – what qualifications do you have for the job ?
4. Experience – what job experience do you have ?
5. Present situation – what are you doing at the moment ?
6. Availability – when will you be able to start the job ?
7. Expectations / Further contact – what do you expect from the company ?

Task 1:

Study the jumbled text and label each part according to its function

Task 2:

Put the sentences in order

1. As my contract expires in September, I will be free to take up the job from October onwards.
2. As you can see from my CV
3. I look forward to hearing from you.
4. I am currently working for the Aranco Oil Company in Saudi Arabia.
5. I have the Diploma in Teaching English as a Foreign Language and have been teaching English for Specific Purposes since 1997.
6. I am writing in reply to your advertisement for an English for Specific Purposes teacher in the Guardian of June 15, 2006.
7. I would be grateful if you could send me further details of the post.

A Letter of Job Application **Phrases and Expressions Used**

1. Purpose/Reference – why are you writing?, where did you see the job offer?

I am writing to inquire about the possibility of (doing st.)

I am writing concerning the possibility of (doing st.)

I would be interested in learning whether ...

I am writing in reply to your advertisement for (a job) in the (newspaper) of (date)

With reference to your advertisement in for

I would like to apply (I am applying) for the post of as advertised in

2. Enclosing CV

I enclose my CV (“personal data sheet” in US) with the names and addresses of referees.

As you can see from my CV

I have enclosed a copy of my CV.

As you will notice on my enclosed CV, the job you are offering matches my personal and professional interests.

3. Qualifications – what qualifications do you have for the job?

I consider I am well qualified for this post.

I feel that my qualifications match your requirements.

My qualifications are as follows:

I am a(an)..... (job) with an additional qualification in

I am studying for Bachelor (Master) Degree at ...

I have the degree (diploma, certificate) in ...

4. Experience – what job experience do you have?

I have been (doing something) since ...

I have experience of (doing something)

I have five-year experience in ...

My recent work involved working

5. Present situation – what are you doing at the moment?

I am studying the 3rd year of ... in Brno at the moment.

I work for (company) as a

I am currently doing something at (institution)

I have been working with the company ... for 2 years.

6. Availability – when will you be able to start the job?

I will be available (to do something) in March ...

I will be free to take up other employment from June onwards.

I would be available for employment after (date)

7. Expectations / Further contact – what do you expect from the company (reply etc.)?

I hope you will consider my application.

I am available for an interview at any time which would suit you.

I am contactable at the above address.

I look forward to hearing from you soon.

Tasks for “A Letter of Job Application”

Task 3:

Look at these two job ads taken from the server <[http:// www.jobs.cz](http://www.jobs.cz)> [November 5, 2007]. Imagine that you want to apply for one of these jobs. Draft an application letter using relevant phrases and expressions given on a previous page.

COPYWRITER

We are looking for a suitable candidate who will become part of Microsoft Services department and will participate in significant projects for Microsoft clients.

Responsibilities:

B2B communication.

Develops engaging website content for product and company strategy.

Writes e-mail newsletters.

Develops online advertisements.

Develops other marketing collateral.

Collaborates closely with Web Developers and Graphic Designers.

Requirements:

Bachelor's Degree.

At least 2 years of relevant professional experience.

ICT interest.

New technologies interest.

Proficiency with Microsoft Office applications is essential.

Familiarity with SEO/SEM.

Basic knowledge of website usability.

Experience using website performance metrics is preferred.

Must be a team player with a positive attitude.

Ability to work effectively in a team environment and under pressure.

If you are interested in this position, please send your CV to i-juhaje@microsoft.com.

HELPDESK SUPPORT SPECIALIST

Company

Computer Sciences Corporation, CSC, is one of the leading global IT Consulting and IT Services companies with around 78.000 employees world-wide. Our core competencies are Consulting, Systems Integration and Outsourcing. Our employees support our customers in achieving their goals and in profiting from the use of the most modern information technology.

CSC is looking for people that have enthusiasm for our vision, strategy and goals. Our corporate culture is characterised by open communication, transparency of decisions and team spirit. We encourage active participation, initiative and performance.

We offer you the opportunity to prove yourself and demonstrate your skills as a consultant in a variety of fields. Responsibilities include:

- Installation, troubleshooting and maintenance of hardware and client operating systems (MS Windows)
- Installation and maintenance of client standard software (MS Office)
- Establishing Client/Printer connectivity to network
- End-User-Support (3rd Level Support) for desktop and applications
- Asset management, inventory and reporting for desktop environment
- Supporting the Server and Network Team

Requirements

- Very good experience with operating system - (MS Windows)
 - Experience in installing and configuration hardware and MS operating systems (Intel PCs, MS Windows)
 - Desktop hardware knowledge
 - Network knowledge (TCP/IP)
 - MS Server and Active Directory basic knowledge

Personal Skills:

- Teamplayer
 - Good communicative skills
 - Analyse and identify problems quickly
 - Customer oriented
 - Willingness to travel
 - Excellent English and Czech language skills
 - Driving licence

If you want to apply for this position, please, send your application and detailed CV in English, with the reference number 2-10-12583 in subject of your application, to: [<csc@grafon.cz>](mailto:csc@grafon.cz).

Task 4:

Sarah Brown is one of the applicants for the job of Senior Programmer. Read the letter of application and put the verbs in brackets into the correct tense.

19 Stanford Street
London NW7 4HH

2 March 2006

Mr. Scott
Personnel Manager
Digitum
75 Parkhill Street
London SW2 3DE

Dear Mr. Scott,

I am writing to (1) (apply) for the position of Senior Programmer which (2) (advertise)..... on 28 February in *The Times*.

I (3) (work) as a computer programmer for the last three years. After graduation I (4) (work) for a year with NCR and (5) (be) now with Intelligent Software for two years. I design systems in COBOL for use in large retail chains. These have been very successful and we (6) (win) several new contracts in the UK and Europe on the strength of my team's success.

Last year I (7) (spend) three months in Spain testing our programs and also (8) (make) several short visits to Italy so I have basic knowledge of Spanish and Italian. I now feel ready for more responsibility and more challenging work and would welcome the opportunity to learn about a new industry.

I enclose my curriculum vitae and look forward to hearing from you.

Yours sincerely,
Sarah Brown
Sarah Brown

Key for “A Letter of Job Application”

Task 1: study the jumbled text and label each part according to its function.

1. Availability
2. Enclosing CV
3. Expectations
4. Present situation
5. Qualifications; Experience
6. Purpose / Reference
7. Expectations

Task 2: put the sentences in order.

6; 2; 5; 4; 1; 7; 3

Task 4: Sarah Brown is one of the applicants for the job of Senior Programmer. Read the letter of application and put the verbs in brackets into the correct tense.

1. apply
2. was advertised
3. have been working / have worked
4. worked
5. have now been
6. have won
7. spent
8. made

CURRICULUM VITAE

There are various models for writing a CV accessible at the Internet. Choose a model suitable for you and write your own CV using those pieces of information given below which are appropriate for your CV.

Personal Information:

Name:

Date of Birth: 10 January 1986 / January 10th, 1986 / 10. 01. 1986

Nationality:

Current Address:

Permanent Address:

E-mail:

Education:

1987 – 1995 Basic Eight-Year School, Olomouc

1995 – 2003 Technical School of Electrical Engineering, Ostrava
OR

2003 – 2006 Grammar School oriented to mathematics, Kyjov
Brno University of Technology, Faculty of Information Technology,
three-year Bachelor Study Programme in Information Technology

2006 – 2008 Brno University of Technology, Faculty of Information Technology,
two-year Master Study Programme in IT – Computer Graphics and
Multimedia – incomplete

2008 - 2011 Brno University of Technology, Faculty of Information Technology,
three-year Doctoral Study Programme in - incomplete

Qualifications:

School-leaving exams [corresponding to GCE “A” level examinations] (June 2003): Czech
Language, English Language, Mathematics, Physics, ...

Certificate from

B.Sc. (Bsc) degree from FIT BUT (June 2003)

Ing. / M.Sc. (MSc) diploma in IT – Computer Graphics and Multimedia (2008 – incomplete)

Ph.D. (PhD) Degree from in

Related Courses: Functional and Logic Programming
Computer Aided Design
Computer Graphics
Intelligent Systems
Modelling and Simulation

Other Skills and Achievements

Languages: English – fluent / *OR* fluent in speaking and writing / *OR* completely
fluent

German – knowledgeable

Some Russian (French, Spanish, Polish...)

Computer Skills: full knowledge / expert knowledge / advanced knowledge of

Driving Licence: category B

Work Experience

2002 – 2003 Part-time work as a programmer, „Moravia Translations“, Brno
2004 Summer work in UK (agriculture, catering)
2005 - 2006 Localization Engineer, Moravia IT, Brno

Interests & Activities

Swimming, volleyball, travelling

Personal

Single
One brother, two sisters

References

Available upon request

You may wish to add other sections:

Publications

Research Activities

Volunteer work

Personal Qualities

Strong analytical, conceptual and organizational skills
Flexible, reliable, responsible, creative, with sense of humour
High value placed on teamwork (ready to work in a team)
Good communication skills

Positions of Responsibility

In my final year of school, I helped organize

Affiliations (Associations)

Mensa CZ

Job Interview

I. Background information

Taken from: L.Jones, R. Alexander, *New International Business English*, Workbook, Unit 13: Jobs and careers, CUP, Cambridge, 2000.

There are different kinds of interviews: traditional one-to-one interviews, panel interviews where one or more candidates are interviewed by a panel of interviewers and even 'deep-end' interviews where applicants have to demonstrate how they can cope in actual business situations. The atmosphere of an interview may vary from the informal to the formal and interviewers may take a friendly, neutral or even hostile approach. Different interviewers use different techniques and the only rules that applicants should be aware of may be 'Expect the unexpected' and 'Be yourself'!

In different countries, and in different trades and different grades, the salary that goes with a job may be only part of the package: extra benefits like a company car or cheap housing loans, bonuses paid in a 'thirteenth month', company pension schemes, free canteen meals, long holidays or flexible working hours may all contribute to the attractiveness of a job.

II. Vocabulary

Qualifications

Education + further skills and knowledge

I attended / finished technical school

I passed my school-leaving exams in

Then I continued / studied at

I graduated from Brno University of Technology where I obtained / did a degree in Information Technology.

Personality

I'm calm, serious, reliable, flexible, creative, physically fit, willing to take on responsibility, self-disciplined, efficient, accurate, creative ...

I don't panic.

I am able to work under pressure.

I have a sense of humour, ability to lead a team, good communication skills

Things to stress

I have required knowledge.

I like the idea of more challenges in my life.

Your company has a very good reputation.

I think I will have more scope and opportunity in your company.

My work will be more challenging.

I'm a creative type of a person, I don't like routine work.

I'm able to work with all types of people / in a team.

I'm ready to continue in my studies.

I am a team-player.

Strengths and weaknesses

Mention a weakness and then stress its positive aspect:

“I don’t like to be supervised because I have a great deal of initiative, and I like to anticipate problems before they even arise.”

Professional interests

I am interested in programming.

At school I got interested and began to specialize in wireless communication.

I am good at

I concentrate on problems connected with

I took part in, studied, investigated

I’m ready to re-qualify myself for the demanded specialization.

Extra benefits

Company car, housing loans, bonuses, company pension schemes, free canteen meals, long holidays, flexible working hours

III. Pre-Interview Preparation

Imagine that a friend of yours is about to attend his or her first interview. Give him/her some more advice:

- Find out some information about the company.
- Prepare some questions to ask about what the job includes.
- Wear smart, formal clothes.
- Look straight at the interviewer.
-
- Expect the unexpected.
- Be yourself.

IV. Useful expressions for answering job interview questions

Asking for clarification / reformulating

I’m sorry, could you expand on what you mean by...

Playing for time

That’s a very interesting question. I would say ...

Structuring your answer

I’d like to answer that in two ways: firstly,... secondly,

Giving concrete examples

Let me give an example of what I mean.

Validating your answer

Is that what you wanted to know?

V. Discussion

How would you answer the following job interview questions?

1. Tell me a bit about your education.
2. What are your strengths and weaknesses?
3. We have a lot of applicants for this job, why should we appoint you?
4. Which is more important to you: status or money?
5. Why do you want to leave your present job?
6. Where do you see yourself in five years' time?
7. What are you most proud of having done recently?
8. Can you give an example of a situation you found stressful, and how you coped with the stress?

Key for Pre-Interview Preparation

- Arrive a few minutes early.
- Don't smoke.
- Sit up straight.
- Make sure you know exactly where the interview is to take place.
- Take a pen.
- Give a clear answer to each question, avoid answering 'Yes' or 'No'.
- Don't have a drink beforehand.
- Don't panic, be calm.
- Don't stress your shortcomings; try to show your best side.