



ENGLISH FOR STUDENTS OF HISTORY

Навчальний посібник для студентів-істориків.
Укладачі: Куліш І.М., Некоз І.В., Колісник В.Ю.



МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ЧЕРКАСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
ІМЕНІ БОГДАНА ХМЕЛЬНИЦЬКОГО

ENGLISH

FOR STUDENTS OF HISTORY

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Навчальний посібник сформований у відповідності до програми дисципліни «Наукова комунікація іноземною мовою» для здобувачів вищої освіти другого (магістерського) рівня спеціальності «Історія» та інших історичних спеціалізацій.

Навчальний матеріал розташований за тематичним принципом (за розділами) та має комплексний характер. Два розділи охоплюють навчальний матеріал з іноземної мови професійного спрямування та зосереджуються на застосуванні отриманих знань на практиці.

Робота за темою в межах одного розділу організовується на базі тексту професійного, лексичних вправ та завдань комунікативного характеру професійного та загального спрямування, текстів для додаткового читання, системи вправ репродуктивного та творчого характеру. Посібник вміщує завдання для самостійної роботи студентів та вправи для контролю умінь та навичок студентів.

***Затверджено до друку на засіданні вченої ради
Черкаського Національного університету
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ПЕРЕДМОВА

Навчальний посібник призначається для здобувачів вищої освіти другого (магістерського) рівня спеціальності «Історія» та інших історичних спеціалізацій. Мета посібника – формувати у здобувачів освіти навички читання та розуміння літератури фахової тематики на основі активізації знань професійної лексики та основ граматики. Поряд з цим у посібнику реалізується мета комплексного оволодіння студентами всіма видами мовленнєвої діяльності на основі комунікативного підходу до вивчення іноземної мови. Посібник базується на різноманітному автентичному матеріалі, який підібрано з урахуванням комунікативного підходу у вивченні англійської мови та спрямовано на розвиток позитивної мотивації до вивчення іноземної мови.

Навчальний матеріал фахового спрямування посібника розподілено на два тематичних розділи “Jobs Related to History” та “Scientific Papers”, текстовий матеріал яких згруповано за темами професійного інтересу здобувачів освіти. Кожний розділ, в свою чергу, вміщує основний текст професійного спрямування та комплекс вправ, які з різних сторін висвітлюють тему, та текстів, які несуть додаткову інформацію за певною тематикою.

Комунікативні вправи мають різноплановий вплив на навчальний процес та стимулюють пізнавальний інтерес особистості здобувача освіти.

UNIT I JOBS RELATED TO HISTORY

Unit I Historian

(From *What does a Historian do?* Retrieved from:
<https://www.careerexplorer.com/careers/historian/>)



Historians are scholars who study and interpret the past, examining historical records, events, and developments to understand and explain human societies' evolution over time. They delve into a wide array of sources, including documents, artifacts, manuscripts, oral accounts, and visual materials, meticulously analyzing primary and secondary sources to reconstruct historical narratives.

Historians employ critical thinking, analytical skills, and a deep understanding of context to interpret the significance of historical events, exploring their causes, consequences, and broader implications for societies, cultures, and civilizations. They work in diverse settings, including universities, museums, archives, research institutions, government agencies, and cultural organizations, contributing significantly to our understanding of the world's rich and complex history.

Historians play a vital role in shaping our understanding of the past and how it affects us today. They study the complex and varied experiences of people in the past, which helps us appreciate the different cultures and societies that have existed throughout history. By understanding these historical legacies and struggles, we can make better decisions about the policies and debates that affect us today.

1. Find the English equivalents in the text:



Вчений, інтерпретувати минуле, дослідити історичний запис, еволюція суспільства, заглибитися в широкий спектр джерел, артефакти, рукопис, усна розповідь, візуальні матеріали, ретельно аналізувати, первинні та вторинні джерела, причини, наслідки, життєво важлива роль, формування розуміння, різноманітний досвід, оцінити різні культури, історична спадщина.

2. Translate the following terms and phrases:



Historical record, event, development, human societies' evolution, array of sources, historical narratives, critical thinking, analytical skills, historical event, causes, consequences, society, culture, civilization, archive, research institution, government agency, historical legacy, struggle, policy, debate.

3. Match the terms and their definition:

1	artifact	community, nation, or broad grouping of people having common traditions, institutions, and collective activities and interests	
2	manuscript	the customary beliefs, social forms, and material traits of a racial, religious, or social group	
3	society	a handwritten or typed document, especially a writer's first version of a book before it is published	
4	culture	human society with its well-developed social organizations, or the culture and way of life of a society or country at a particular period in time	
5	civilization	an object made by a human being, typically one of cultural or historical interest	
6	archive	a place in which public records or historical materials (such as documents) are preserved	

4. Complete the sentences using the following terms and phrases:



civilizations
manuscript
culture
society
archives
artifact

- 1) _____ are unique historical documents evidencing our collective past.
- 2) _____ refers to the collective organization of individuals who interact, live together, and share common customs, values, and institutions.

- 3) _____ includes language, ideas, beliefs, customs, codes, institutions, tools, techniques, works of art, rituals, and ceremonies, among other elements.
- 4) A _____ is a handwritten composition on paper, bark, cloth, metal, palm leaf or any other material dating back at least seventy-five years that has significant scientific, historical or aesthetic value.
- 5) An _____ is a usually simple object (as a tool or ornament) showing human work and representing a culture or a stage in the development of a culture.
- 6) _____ first appeared in Mesopotamia (what is now Iraq) and later in Egypt.

5. Read the text and answer the questions;



- 1) *What do social historians focus on?*
- 2) *What do political historians study?*
- 3) *What do cultural historians explore?*

Types of Historians

Historians specialize in various fields, allowing them to focus on specific periods, regions, themes, or methodologies within the vast realm of historical study. Here are several types of historians based on their areas of specialization:

- *Social Historians:* Social historians focus on the lives, behaviors, and interactions of people within societies. They examine social structures, customs, everyday life, and cultural practices, offering insights into the social fabric of different historical periods and communities.
- *Political Historians:* Political historians study political systems, institutions, movements, and ideologies. They analyze the actions of political leaders, the development of political parties, and the impact of political decisions on societies. Political historians often explore power struggles, revolutions, and diplomatic relations.
- *Cultural Historians:* Cultural historians explore the artistic, intellectual, and creative aspects of societies. They examine literature, art, music, philosophy, religion, and other cultural expressions, providing insights into the beliefs, values, and intellectual trends of different historical periods and civilizations.

6. Read the text. Agree or disagree with the statements:



1) *Economic historians investigate the relationship between human societies and the natural environment.*

2) *Military historians analyze military campaigns, the influence of wars on societies, and the role of armed forces in shaping historical events.*

3) *Environmental historians analyze economic policies, market trends, industrialization, and the impact of economic factors on societies.*

- *Economic Historians:* Economic historians investigate economic systems, trade, commerce, and financial institutions throughout history. They analyze economic policies, market trends, industrialization, and the impact of economic factors on societies, including issues related to poverty, wealth distribution, and economic development.
- *Military Historians:* Military historians focus on wars, battles, military strategies, and the evolution of military technology. They analyze military campaigns, the impact of warfare on societies, and the role of armed forces in shaping historical events.
- *Environmental Historians:* Environmental historians investigate the relationship between human societies and the natural environment. They study environmental changes, resource management, conservation efforts, and the impact of human activities on ecosystems throughout history.

7. Read the text and put 3 questions to it to discuss it in the group:

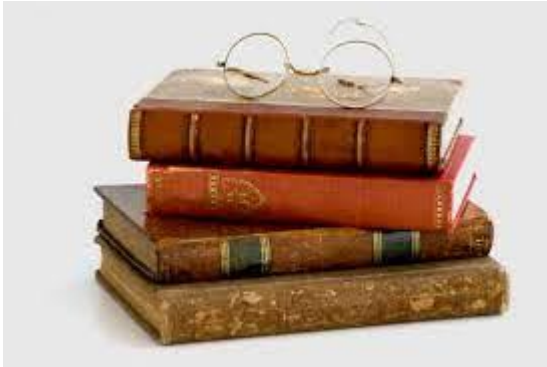


• *Gender Historians:* Gender historians study the role of gender in shaping historical events and social structures. They examine how gender identities and sexual orientations have been constructed, contested, and transformed over time.

- *Public Historians:* Public historians work in museums, archives, government agencies, and cultural institutions, engaging with the public to disseminate historical knowledge. They curate exhibits, create educational programs, and contribute to public awareness of historical events and heritage.

- *Science and Technology Historians*: Historians in this field study the development of scientific knowledge and technological advancements over time. They explore the contributions of scientists, inventors, and innovators, as well as the societal implications of scientific discoveries and technological innovations.

8. Answer the questions for summary:



- 1) What kind of scholars are historians?
- 2) What sources do historians examine?
- 3) What do historians employ to interpret the significance of historical events?
- 4) Where do historians work?
- 5) What is the role of historians in a society?
- 6) What fields do historians specialize in?
- 7) What do social historians analyze?
- 8) What do political historians study?
- 9) What do environmental historians investigate?
- 10) What do science and technology historians explore?

Lesson 2 History Teacher

(From *How to Become a History Teacher*. Retrieved from: <https://www.indeed.com/career-advice/career-development/how-to-become-a-history-teacher>)



A history teacher instructs students on the history of the world or specific regions and can often relate current events to past events. History teachers work with students in various grade levels, from middle school through high school and, in some cases, postsecondary schools.

The typical duties that a history teacher can include:

- Creating lesson plans and grading homework, papers and exams
- Providing lessons based on previously

created lesson plans

- Instructing students on a wide range of topics, from ancient Egypt to the Cuban Missile Crisis
- Studying and using effective learning strategies
- Collecting specialized materials for outside reading and homework
- Staying informed of current events and significant historical happenings
- Performing other duties around the school, such as hall monitoring
- Conducting research and publishing their findings
- Depending on where and who you teach, you may also teach social studies and political science subjects in your history class.

1. Find the English equivalents in the text:



Окремий регіон, пов'язати, сучасні події, минулі події, середня школа, старша школа, заклад вищої освіти, типові обов'язки, оцінювання домашніх завдань, проведення уроків, навчання учнів, Стародавній Єгипет, Карибська криза, стратегія навчання, читання поза школою, проведення дослідження, суспільствознавство, політологія.

2. Translate the following terms and phrases:

History teacher, to instruct students, students in various grade levels, to create lesson plan, to provide lessons, a wide range of topics, to use effective learning strategies, to collect specialized materials, current events, to perform duties, to conduct research, to publish findings, to teach social studies, political science.

3. Match the terms and their definitions:

1	lesson plan	the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings	
2	learning strategy	the study of individuals, communities, systems, and their interactions across time and place that prepares students for local, national, and global civic life	
3	research	a teacher's detailed description of the course of instruction or "learning trajectory" for a lesson	
4	social studies	the scientific study of politics	
5	political science	a person's approach to learning and using information.	

4. Complete the sentences using the following terms and phrases:



social studies
research
political science
lesson plan
learning strategies

- 1) _____ can be conducted for several purposes, such as to understand a phenomenon, behaviour, or test a theory.
- 2) The primary purpose of _____ is to help young people make informed and reasoned decisions for the public good as citizens of a culturally diverse, democratic society in an interdependent world
- 3) Students use _____ to help them understand information and solve problems.
- 4) A _____ is the instructor's road map of what students need to learn and how it will be done effectively during the class time.
- 5) _____ is the study of government, public policies and political behaviour.

5. Read the paragraph and answer the questions:

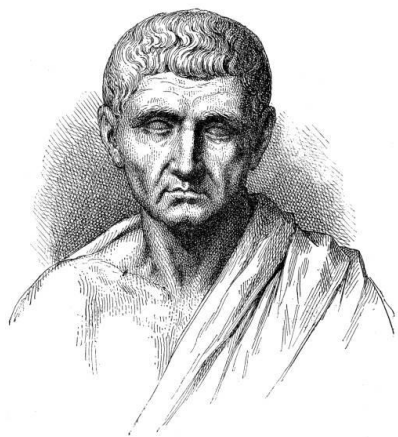
- 1) *Where does a history teacher work?***
- 2) *What is a history teacher's work based on?***
- 3) *What does a good teacher do?***



A history teacher often teaches high school or middle school students about various aspects of history, including national, state, local and global history. Often, these teachers build on what the students have already learned in elementary school. However, good history teachers will guide their students beyond rote memorization of historical names and dates. Exceptional teachers give their students opportunities to critically analyze historical events. Like other teachers, a history teacher will be responsible for creating and implementing lessons as well as assigning and grading homework, projects and assessments.

6. Read the text and put 3 questions to it to discuss it in the group:

The First Teacher: Aristotle



Aristotle, who is called “The First Teacher” and is known for his contributions to the world of philosophy, has always emphasized the importance of education and teachers. The Greek philosopher, who is known to have founded his own school called “Lykeion” in Athens, made a great contribution to the development of education during his lifetime and even afterward.

Arguing that the primary responsibility of teachers is to allow children to learn naturally, by making mistakes, Aristotle emphasizes how much he values teachers with his famous quote: “Those who educate children well are more to be honoured than they who produce them; for these only gave them life, those the art of living well”

7. Read the text and put 3 questions to it to discuss it in the group:

Groundbreaker in Education: Maria Montessori



Maria Montessori, whose education method is frequently used to this day and directs the philosophy of education, was educated as the only female student at a teacher training school in Italy in 1870. Montessori, who opened a childcare center in Rome after receiving her doctorate degree and applied educational methods that shaped the era, had an extraordinary ability to observe and evaluate.

Maria Montessori realized that children could learn the best through activity and developed methods to achieve this. Creating an environment that will contribute to children's learning processes, the teacher created a suitable environment for the children by having appropriate tables and chairs that are made for them. In this way, Montessori, who supports her method with scientific methods, is one of the pioneers in the world of education with her materials that are taken from daily life and her approach that pays attention to each child!

8. Answer the following questions for summary:



- 1) What does a history teacher instruct students on?
- 2) What students do history teachers work with?
- 3) What are 3 most important duties of a history teacher?
- 4) Do history teachers conduct research?
- 5) What is a history teacher's work based on?
- 6) What does an exceptional teacher do?
- 7) Who is called the first teacher in the education history?
- 8) What is Aristotle known for?
- 9) What did Maria Montessori realize about children and their learning?
- 10) What is the specific feature of Maria Montessori's approach?

Lesson 3 Archeologist

(From Types of Jobs in Archeology. Retrieved from: <https://www.indeed.com/career-advice/finding-a-job/types-of-jobs-in-archaeology>)



Archaeology is the study of history through the collection and examination of ancient artifacts. Some archaeology professionals work in the field and complete digs, while others contribute to museums and perform administrative tasks.

Archaeology is the study of history through findings of artifacts and prehistory remains. Professionals in the field use their knowledge and skills to better understand how humans developed through time and how their behaviour has changed. This can help scientists better understand climate, civilization, farming and events that caused the collapse of major cities.

A historical archaeologist is a professional who studies information from previous civilization with the goal of better understanding them. Whereas general archaeologists may focus on general artifacts like remains and common objects, historical archaeologists often focus more specifically on written archaeological finds. This can include maps, court documents, photos and diaries or journals.

1. Find the English equivalents in the text:



Дослідження стародавніх артефактів, проводити розкопки, робити внесок у музейну діяльність, знахідки артефактів, доісторичні пам'ятки, клімат, цивілізація, сільське господарство, крах великих міст, попередні цивілізації, з метою, письмові археологічні знахідки, судові документи, щоденники.

2. Translate the following terms and phrases:



Archaeology, collection of ancient artifacts, examination of ancient artifacts, archaeology professional, to complete digs, to contribute to museums, to perform administrative tasks, findings of artifacts, prehistory remains, behaviour,

historical archaeologist, previous civilization, general archaeologist, map, court document, photo, diary, journal.

3. Match the terms and their definitions:

1	artifact	any preserved trace of life that is typically more than 10 000 years old	
2	dig	a record of events, transactions, or observations kept daily or at frequent intervals	
3	prehistory remain	an object made by a human being, typically one of cultural or historical interest	
4	map	a symbolic representation of selected characteristics of a place, usually drawn on a flat surface	
5	diary	an excavation site, the area being studied	

4. Complete the sentences with the following terms and phrases:



artifacts
maps
diaries
remains
digging

- 1) _____ teach about the world by showing sizes and shapes of countries, locations of features, and distances between places.
- 2) _____, also referred to as excavation, is the process of using some implement such as claws, hands, manual tools or heavy equipment, to remove material from a solid surface, usually soil, sand or rock on the surface of Earth
- 3) _____ include art, tools, and clothing made by people of any time and place.
- 4) _____ are useful for historians to understand what people's lives were like during olden times.
- 5) Some of the oldest human _____ ever unearthed are the Omo One bones found in Ethiopia.

5. Read the paragraph and answer the following questions:

- 1) *What job is described here?*
- 2) *What duties do this job include?*
- 3) *What professionals can use their experience to earn this position?*



A museum director is a professional who manages all aspects of a museum's successful operation. This includes managing the budget, coordinating fundraising efforts and determining which exhibitions are best to show at the museum. They spend extensive amounts of time researching and maintaining the museum's collection. Though a museum director isn't strictly an archaeologist,

many archaeological professionals can use their experience and background to earn the position.

6. Read the article and write down archeological terms and phrases:



After a devastating volcanic eruption of Mt. Vesuvius in 79 AD, Pompeii – an ancient Roman city – was buried under ash and pumice. The eruption destroyed the city and killed its inhabitants, a tragic story but one that left us with a vast archaeological site and a hoard of Roman treasure.

Buried under ash means no air and moisture, so buildings, objects and cadavers have stayed well-preserved for thousands of years. A great deal of our knowledge of everyday life in a Roman city is owed to the very existence of Pompeii.

(Philip Circuit (2025). *Top ten archaeological discoveries*. Retrieved from: <https://www.thecompleteuniversityguide.co.uk/student-advice/what-to-study/top-ten-archaeological-discoveries>)

7. Read the article and put 3 questions to it to discuss it in the group:

Four Ukrainian archaeologists present their latest finds

(From UNESCO Digital Library. Retrieved from: <https://unesdoc.unesco.org/ark:/48223/pf0000049617>)



In the steppes of Eastern Europe large earthen mounds mark the burial places of ancient Scythian rulers. These royal "kurgans" were in most cases plundered in antiquity by thieves in search of the hoards of gold hidden within the tombs.

The many objects unearthed include remarkable pieces of jewellery, ornately decorated weapons, gold and silver vessels and other outstanding works of ancient art. They have now become part of the world's cultural heritage. Among the best known of the royal kurgans dating from the 4th and 3rd centuries B.C. are those of Chertom-lyk, Solokha, Oguz, Alexandropol', Kozel, Tsymbalka and Chmyrev, all situated in the Dnipropetrovsk, Zaporizhzhia or Kherson regions of Ukraine (*Ivan Artemenko Director of the Institute of Archaeology of the Ukrainian Academy of Sciences*).

8. Answer the following questions for summary:



- 1) What kind of study is archeology?
- 2) Where do archaeology professionals usually work?
- 3) How can findings of artifacts and prehistory remains help scientists?
- 4) What kind of professional is a historical archaeologist?
- 5) What may general archaeologists focus on?
- 6) What kind of professional is a museum director?
- 7) What do a museum director's duties include?
- 8) What archeological discoveries do you think the most important?

Lesson 4 Archivist

(From Archivist: Job Description. Retrieved from: <https://targetjobs.co.uk/careers-advice/job-descriptions/archivist-job-description>)



Archivists are responsible for assembling, cataloguing, preserving and managing valuable collections of historical information. Archivists work with a wide variety of public and private sector organisations, and, once qualified, may move between a variety of organisations, roles and specialisations.

Key duties of the job include:

- evaluating, selecting, retrieving and arranging materials
- answering enquiries
- organising publicity events such as talks and exhibitions
- making the archives accessible to a wide range of users
- storing and preserving perishable documents
- producing teaching materials
- identifying and bidding for funding
- negotiating the acquisition of new collections
- supervising staff and budgets.

Archivists may specialise in the care and provision of certain types of information, such as maps, videos or parchment, or in information relating to a specific subject or area of interest. This is particularly true of large archive services with several departments. However, it must be noted that the majority of services require a single archivist to assume multiple roles; there may be some overlap with record management roles in particular.

1. Find the English equivalents in the text:



Збір, каталогізація, цінні колекції, організація державного сектора, посада (роль), оцінити, отримати матеріали, упорядкувати матеріали, відповісти на запит, доступний архів; документи, що швидко псуються; подання заявки на фінансування, ведення переговорів, придбання нових колекцій, надання інформації, пергамент, виконувати декілька ролей, збігатися з посадою управління записами.

2. Translate the following terms and phrases:



To assemble, to catalog, valuable collection, historical information, to evaluate, to select, to retrieve, to manage materials, exhibition, perishable document, map, parchment, archive service, archivist, record management role.

3. Match the terms and their definitions:

1	archivist	a place in which public records or historical materials (such as documents) are preserved	
2	catalogue	an organized presentation and display of a selection of items	
3	exhibition	a writing material made from specially prepared untanned skins of animals	
4	archive	a person who preserves and manages historical and cultural records	
5	parchment	a complete enumeration of items arranged systematically with descriptive details	

4. Complete the sentences using the following terms and phrases:



archive
archivists
parchment
catalogue
exhibition

- 1) An _____ is a collection of items for public display.
- 2) An _____ effective _____ should enable users to find materials by author, title, subject, and other access points.
- 3) The word _____ refers to the permanently valuable records—such as letters, reports, accounts, minute books, draft and final manuscripts, and photographs—of people, businesses, and government.
- 4) _____ work with paper documents, photographs, maps, films, and computer records.

- 5) _____ has been used as a writing medium for more than two millennia.

5. Read the paragraph and answer the following questions:



- 1) *Where do archivists usually work?*
- 2) *Can archivists work in the religious bodies?*
- 3) *Can archivists work in charity organization?*

Once qualified, archivists can work for employers of any size in the private and public sectors, but they may need to be flexible in terms of location.

Typical employers of archivists are:

- Local and central government
- Specialist and national repositories, such as the Public Record Office and the British Library
- Universities
- Charities
- Libraries
- Religious institutions and bodies
- Large organisations and companies, from the NHS to multinational commercial firms
- Museums

6. Agree or disagree with the statements. Read the information and check your answers.



- 1) *The oldest archive is considered to be the French National Archives.*
- 2) *The largest archival collection in the world was discovered in the ruins of the ancient city of Ebla (Syria).*
- 3) *The first archives were in the form of clay tablets with cuneiform characters.*

The French National Archives, which possess perhaps the largest archival collection in the world (with records going as far back as 625 A.D.), was created in 1790 during the Revolution from various government, religious, and private archives seized by the revolutionaries.

The oldest organized archive of written works was discovered in the ruins of the ancient city of Ebla, located in what is now western Syria, which flourished between around 3500 and 2200 BCE.

Ernst Posner has argued that the first archives were created by the Sumerians in the middle of the fourth millennium B.C. These records took the form of clay tablets with cuneiform characters. The archives were used to support commercial activity and property ownership.

7. Read the text and put 3 questions to it to discuss it in the group:



Modern humans (*Homo sapiens*) have existed on Earth for approximately 300,000 years. Human history began to be recorded approximately 5,000 years ago. Using these numbers, we can estimate that only about 1.6% of human history is recorded!

Around 4000 B.C., the earliest phase of the Sumerian culture arose as the oldest civilization in the Mesopotamia region, in what is now mostly Iraq. The Sumerians are named after the ancient city of Sumer, which was a few miles south of the modern city of Kut, in eastern Iraq.

All the universities and educational institutions spread across the world consider Sanskrit as the most ancient language. It is believed that all the languages of the world have originated from Sanskrit somewhere. The Sanskrit language has been spoken since 5,000 years before Christ.

8. Answer the following questions for summary:



- 1) What are archivists responsible for?
- 2) Where do archivists work?
- 3) What are the key duties of the archivist's job?
- 4) What area may archivists specialize in?
- 5) Can archivists work at the University?
- 6) What is the oldest archive?
- 7) What is the largest archive?
- 8) What form has the first archive?

Lesson 5 Political Scientist

(From What is a Political Scientist? Retrieved from: <https://www.indeed.com/hire/c/info/political-scientist>)



Political scientists can be an asset to any organization working in government or public policy. With their expertise, they can help your company develop strategies for accomplishing business goals or changing public opinion.

A political scientist studies political concepts and analyzes how politics influences societal development. They research past trends to provide insight on the possible effects of different policy decisions or events. Many political scientists work for the government, and they can work in almost any field, including education, non-profit work and technical services.

Political scientists can also perform many roles, often specializing in a particular area of politics like international relations, political philosophy or civics. Some common jobs for political scientists are:

- Lobbyist
- Campaign manager
- Market researcher
- Public relations specialist
- Journalist
- Political analyst
- Professor
- Political consultant

1. Find the English equivalents in the text:



Політолог, державна політика, досвід, громадянська думка, політична концепція, суспільний розвиток, минулі тенденції, забезпечити (надати) уявлення, уряд, міжнародні відносини, політична філософія, громадянська наука, спеціаліст зі зв'язків з громадськістю, політичний аналітик, політичний консультант.

2. Translate the following terms and phrases:



Government, public policy, business goal, public opinion, political scientist, political concept, to research past trend, policy decision, non-profit work, particular area of politics, international relations, political philosophy, civics, campaign manager, market researcher, public relations specialist, journalist, political analyst,

political consultant.

3. Match the terms and their definitions:

1	lobbyist	the framework of laws, regulations, and actions governments implement to achieve social and economic goals	
2	public policy	someone who tries to persuade a politician or official group to do something	
3	political philosophy	the study of interactions between nations, states, and other actors on the global stage	
4	international relations	the study of the rights and duties of citizens	
5	civics	the philosophical study of government, addressing questions about the nature, scope, and legitimacy of public agents and institutions and the relationships between them	

4. Complete the sentences with the following terms and phrases:

Career as a
Political Scientist



civics
public policy
lobbyists
International Relations (IR)
political philosophies

1) The _____ of liberalism, socialism, conservatism and anarchism – and all of their variants – agree that the good life sought by political philosophy ought to be the good life for human beings.

- 2) _____ focuses on the decisions that create the outputs of a political system, such as transport policies, the management of a public health service, the administration of a system schooling and the organization of a defense force.
- 3) Benjamin Franklin is the earliest model of the civic scientist in America; he is regarded as the father of _____.
- 4) _____ encompasses a broad range of topics, including diplomacy, foreign policy, conflict resolution, globalization, and international law.
- 5) _____ play an important role in shaping legislative measures by presenting the interests of businesses or groups to legislators

5. Read the text and answer the following questions:

- 1) *May the specific responsibilities of a political scientist vary?*
- 2) *Do the duties of a political scientist include publishing books, articles and reports?*
- 3) *What do political scientists analyze when conducting research?*

Political scientist responsibilities



The specific responsibilities of a political scientist may vary depending on where they work, but most political scientists have similar duties overall. Political scientists stay up-to-date in their field to advise others and provide an overall analysis of politics as they relate to their organization. The key duties of

a political scientist include:

- Researching the current political climate
- Looking for patterns and trends in policy
- Publishing books, articles and reports based on political research
- Giving strategic advice on policy
- Collecting and sorting data
- Predicting social and economic trends based on policy
- Staying current with changes in government policies and regulations
- Generating public support for an idea or policy
- When conducting research, political scientists analyze historic documents, public records, election results, surveys and economic data. They identify trends in information and make recommendations on how those trends could influence their employer.

6. Read the article and put 3 questions to it to discuss it in the group:

Benjamin Franklin



Franklin is the only founding father that signed all four key documents that led to the formation of the United States. These include the Declaration of Independence, the Treaty of Alliance with France, the peace treaty with Great Britain in 1783 and the United States Constitution.



Although he is most often celebrated as a Founding Father of the United States, Franklin's accomplishments are diverse, including civic, scientific, and cultural projects which altered the course of American history.

Franklin was ambitious, hardworking, and trustworthy. His honesty and ambition won him the confidence of friends with the resources to fund a print shop, and his diligence and work ethic made the business a success.

7. Answer the following questions for summary:



-
- political science
- world education global candidate president
- document liberal democracy media history bureaucracy politics influence school sociology symbol corporate educational environment international cartography continent rule election diplomacy educate campaign presidential university government head decision power message planned election policy wisdom strategy study country geography authority concept direction vote international cartography continent rule election diplomacy educate campaign presidential university government head decision power message planned election policy wisdom strategy study country geography authority concept direction vote
- 1) How can a political scientist help a company?
 - 2) What do a political scientist study?
 - 3) What do a political scientist research?
 - 4) Do political scientists work for the government?
 - 5) What fields can political scientists work in?
 - 6) What areas do political scientists specialize in?
 - 7) Is journalist a common job for a political scientist?
 - 8) Do the duties of a political scientist include predicting social and economic trends?

Lesson I. What Do I Use? Résumé Or CV?

- Searching online for information about application expectations for the particular country
- Looking at job postings in the country and see what they ask for
- Networking with colleagues in the country and ask their advice or for samples of their resume/CV
- Consulting with career guidance professionals in the area.

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Did you know?

Companies in Japan prefer a handwritten resume format.

What's Included in A Résumé Or CV?

There are no set rules about what exactly to include on either a résumé or CV. The information will vary by country and industry.

But no matter what, you should include your:

- Name and contact information
- Education section
- Work experience
- Skills

Remember:

- Résumés or CVs should be tailored to the specific job requirements and country norms
- No one résumé or CV can work across different industries or countries

Some more information on the topic:

Curriculum Vitae (CV) is Latin for "course of life." In contrast, resume is French for "summary." Both CVs & Resumes:

- Are tailored for the specific job/company you are applying to
- Should represent you as the best qualified candidate
- Are used to get you an interview
- Do not usually include personal interests

If you are applying for both academic as well as industry (private or public sector) positions, you will need to prepare both a resume and a CV.

Curriculum Vitae vs. Resume: Format and Content

The CV presents a full history of your academic credentials, so the length of the document is variable. In contrast, a resume presents a concise picture of your skills and qualifications for a specific position, so length tends to be shorter and dictated by years of experience (generally 1-2 pages).

CVs are used by individuals seeking fellowships, grants, postdoctoral positions, and teaching/research positions in postsecondary institutions or high-level research positions in industry. Graduate school applications typically request a CV, but in general are looking for a resume that includes any publications and descriptions of research projects.

The difference between the CV and resume is a source for a lot of confusion. Here's why:

In the EU, the words CV and resume mean exactly the same thing - a 1-2-page career summary document that's used for job-search. The two words are usually used interchangeably, and it's known that they both refer to the same thing.

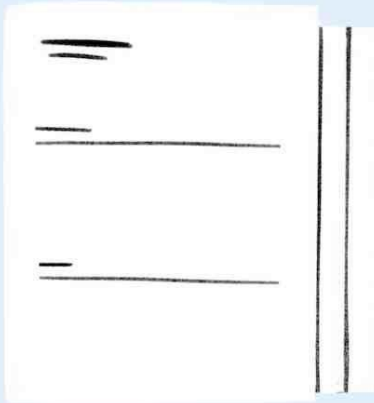
In the USA, on the other hand, the curriculum vitae is a very long document (as many pages as needed) that summarizes everything you've ever done in your career. It's used specifically to apply for positions in academia. If you are not sure which kind of document to submit, it is best to ask for clarification.

CV

- Emphasizes academic accomplishments
- used when applying for positions in academia, fellowships and grants
- Length depends upon experience and includes a complete list of publications, posters, and presentations
- Always begins with education and can include name of advisor and dissertation title or summary (see examples). Also used for merit/tenure review and sabbatical leave.

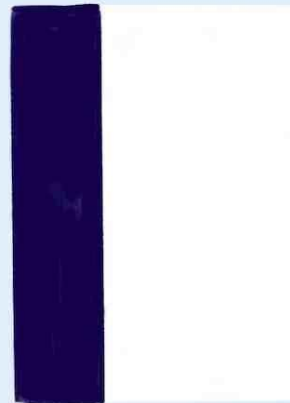
THE DIFFERENCE BETWEEN *CV & Resume*

CV is:



- ✓ CV has no length limit
- ✓ CV should detail the whole course of your career
- ✓ CVs are used for academic purposes

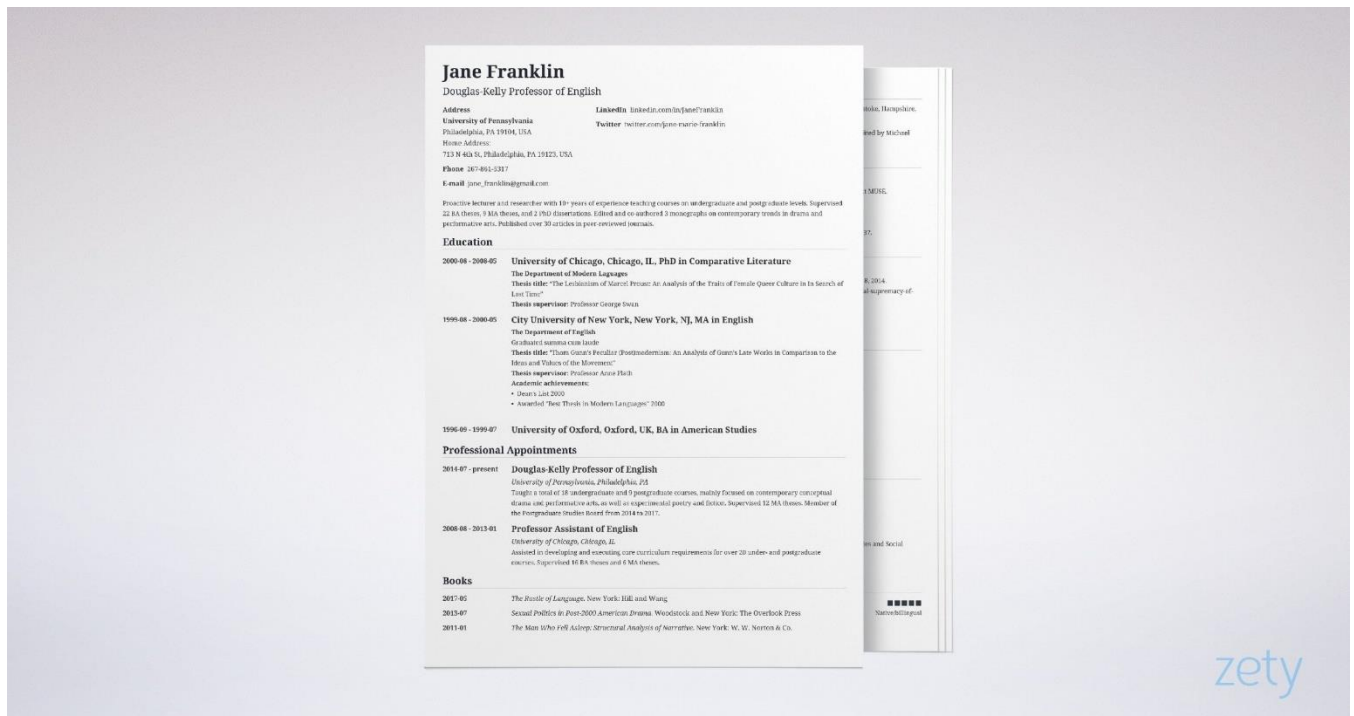
Resume is:



- ✓ Resume is one to two pages long
- ✓ Resume should only include those details about your work experience and skills that are relevant to the job opening
- ✓ Resumes are used to apply for jobs

Read full article on *The Difference Between a CV vs a Resume Explained* on [Zety.com](https://www.zety.com)

Curriculum Vitae Sample



As you can see, a CV is very detailed and comprehensive: many sections, no bullet points, just plain text (after all, CV meaning is *a course of life*, no wonder it's that long!)

Below you'll see a full list of sections to put on a CV.

What to Include in a CV:

1. Contact Information
2. Research Objective, Personal Profile, or Personal Statement
3. Education
4. Professional Academic Appointments
5. Books
6. Book Chapters
7. Peer-Reviewed Publications
8. Other Publications
9. Awards and Honours
10. Grants and Fellowships
11. Conferences
12. Teaching Experience
13. Research Experience / Lab Experience / Graduate Fieldwork
14. Non-Academic Activities
15. Languages and Skills
16. Memberships
17. References

9. Find the English equivalents in the text:

досягнення в науковій та дослідницькій діяльності, грантова діяльність, очікування від застосування, призначати для (визначеної мети), рукописний формат резюме, встановлені правила, найматися на роботу, кращий кваліфікований кандидат, стислий опис навичок, шукати стипендії, документи, що підтверджують заяву на роботу; посади, які стосуються (відносяться) до наукової праці після захисту докторської дисертації; заміняючи один одного, просити роз'яснення, академічні досягнення, особистий профіль, література (джерела).

10. Translate the following terms and phrases:

academic credentials, grant activities, references, personal profile, application expectations, tailored for/to, academic accomplishments, to ask for clarification, interchangeably, postdoctoral positions, job application documents, to seek fellowships, concise picture of skills, the best qualified candidate, apply for a job, set rules, handwritten resume format.

11. Complete the sentences using the following terms and phrases:

Curriculum Vitae (CV), handwritten resume format, work experience, set rules, are applying for, contact information

1. Your _____ is the information (such as your telephone number, address, or e-mail address) that tells someone how to communicate with you.
2. _____ is Latin for "course of life."
3. Companies in Japan prefer a _____.
4. There are no _____ about what exactly to include on either a résumé or CV. The information will vary by country and industry.
5. If you _____ both academic as well as industry (private or public sector) positions, you will need to prepare both a resume and a CV.
6. _____ is a short period spent in a workplace, usually by young people, to learn what it is like to do that kind of work.

12. Read the text and answer the questions:

1. *What are the main tips for you to keep in mind when writing a CV?*
2. *Why is it better to save a CV as a PDF?*
3. *How many pages is a CV in European Union? In USA?*

How to Format Your CV

When it comes to layout, most choices come down to preference. How you want your CV to look and how you want the information to be organized.

When making these decisions, keep these tips in mind:

Stick to one page (for the EU). No recruiter has time to go over more than that. Unless you have a very extensive work history that needs additional space, one page should be enough.

Keep it consistent. Use the same colors, the right font, and font size for every section and section header. You want your CV to have a clean, professional, and organized look. (So, no comic sans for you.)

Get the spacing right. There should be enough space between lines and sections so that everything is distinctive and easy on the eyes. Be careful of the other extreme, however. Wide margins and too many spaces might leave your CV looking weird.

Save it in the right format. Some companies might specifically ask you to send them a .docx file. If they don't, we'd recommend saving your CV as a PDF. This will make sure the formatting remains intact and your CV has a higher chance of getting past Applicant Tracking Systems.

13. Read the text and for questions 1-6 choose the correct option a), b) or c)

Curriculum Vitae: Tips that can Help

Six out of ten CV's which are prepared by Information Technology professionals fail to meet the basic standards and are turned down without even being read fully, according to a recruitment company. As a consequence, thousands of candidates are excluding themselves from attractive job opportunities.

Although the company handles over 60,000 CV's per year, it estimates that at least 60% would not be admitted if they were sent directly to potential clients due to basic errors.

The company Marketing Director said, "Sadly it's often the most highly qualified candidates whose CV's are so poorly constructed that they are literally dead on arrival. Attractive job opportunities in the IT industry often generate intense competition and there is often little to choose between the candidates".

"Advice on the presentation format of CV's in relation to the requirements that they are being submitted for should be an Industry standard so as to add real value to the candidates that you are representing and indeed to fulfil your professional obligations to your clients".

"Writing a CV can be extremely difficult and too often a CV turns out to be a generic overview including a lot of information that is irrelevant. People should remember that an employer typically spends between 15 and 30 seconds scanning each CV and you have that one chance to make an impression".

“A good CV is more than just documentation of your career path; it is a marketing tool designed to present your professional career experience according to the new job specification. It should also include details of past professional successes that effectively demonstrate your ability to undertake the job responsibilities outlined”.

Adapted from College Times Magazine

From EOI Durango. Sample tests

Take the reading comprehension test:

1. Recruitment companies say that potential clients ...
 - a. make basic mistakes
 - b. only get 60% of CV's
 - c. reject CV's with mistakes
2. The Marketing Director said that the best candidates ...
 - a. are the most affected
 - b. do not send CV's
 - c. write the best CV's
3. The Marketing Director suggests that candidates ought to pay attention to ...
 - a. CV's presentation
 - b. other companies
 - c. other competitors
4. The Marketing Director says that very often CV's include ...
 - a. necessary details
 - b. unimportant information
 - c. very little information
5. Candidates should remember that employers ...
 - a. are typical people
 - b. are very busy people
 - c. make an impression on people
6. A good curriculum should show ...
 - a. the new job specifications
 - b. your marketing tools
 - c. your overall skills

14. Read the text and put 3 questions to it to discuss it in the group:

A CV is your first chance to promote yourself. A good CV might get you a job interview.

You usually need a CV to apply for a job or to give to an employer you'd like to work for.

Tips for writing your CV

Employers get lots of CVs to look at and have to decide quickly who they're going to interview. It's good to make your CV clear and easy to read.

When you write your CV, remember to:

- use a clear font like Arial, Times New Roman or Calibri in size 11 or bigger
- always use the same style throughout
- use headings and bullet points to make it easier to read
- be clear and to the point
- get someone else to read it to double check your spelling and grammar

Update an existing CV

If you already have a CV, it's important to make sure it's up to date.

When updating your CV, you should remember to:

- tailor your CV to the job you're applying for
- include any new achievements, experiences, or skills you have gained
- read each section of your CV to check it includes the information it should
- remove outdated information
- check your contact details are correct

How to tailor your CV

You should tailor your CV to the job or opportunity you're applying for.

Look at the job advert for the role you're applying for. This will usually have the job description, essential criteria and company details.

You should write your CV to match the job and company you're applying for.

For example, you could highlight skills you have that they have asked for. This can improve your chances of getting an interview.

Sections for your CV

Your CV should include a section for your contact details, an introduction, your education history, your work history and references.

15. Answer the questions for summary:

- 1) What is a CV meaning?
- 2) What is the difference between a CV and a resume?
- 3) What is the purpose of a CV?
- 4) What should you include in your CV?
- 5) What does a CV mean in the USA?
- 6) What does a CV mean in the EU?
- 7) What country companies prefer a handwritten resume format?

16. <https://youtu.be/DLQwnbEiRdE> **Video: Tips for a Great CV**

Marketing director at Contently, shares the CV that helped him get the job. Watch video “Tips for a Great CV” and answer the questions: What is the main idea of this video? Why is it important to be creative?

Transcript. This is the CV that helped me get my job at Contently. So, when choosing a CV over a resume, it's about providing depth, actually going into more detail about the work that you've accomplished throughout your career. It's important to highlight who you are, show the work that you've actually accomplished, and be visually appealing. At end of the day, you're showcasing who you are. They say a picture's worth a thousand words. So essentially, my cover kind of highlights that. I'm a marketer. And at the end of the day, it's about marketing, and it's about teamwork. I thought that I kind of had to start with a cover letter. It's kind of like the summary. Then it goes into my resume. And then it goes into several projects throughout my career. So it was important to add creative elements such as examples of direct marketing, digital marketing. I've even created music videos actually taking Will Smith's Parents Just Don't Understand and turned into it CIOs Just Don't Understand to talk about application analysis, which is not the sexiest thing to talk about in the world. But I'm highlighting that I'm pretty creative. I'm thinking beyond just the work that's being done. It's actually finding ways to connect with different people using those creative elements. So that's how I got my job. Hopefully, it helps you get yours.

17. Make the Test: How to Write a CV

Section 1: Multiple-Choice Questions

1. What is the main purpose of a CV?

- a) To list your hobbies
- b) To showcase your professional and academic background
- c) To write a personal diary
- d) To apply for a passport

2. Which section should be at the top of a CV?

- a) Education
- b) Work Experience
- c) Personal Information (Name, Contact Details)
- d) References

3. How long should a standard CV be?

- a) 5-6 pages
- b) 1-2 pages
- c) 3-4 pages
- d) Any length

4. What should you include in the "Work Experience" section?

- a) Your favorite books
- b) Job title, company name, dates, and key responsibilities
- c) A list of movies you like
- d) Reasons why you left the job

5. Which of these should NOT be included in a CV?

- a) Contact details
- b) Professional experience
- c) Salary expectations
- d) Education

Section 2: True or False

6. A CV and a resume are exactly the same thing. (True / False)

7. It is important to tailor your CV for each job application. (True / False)

8. Using bullet points in your CV makes it easier to read. (True / False)

9. Adding a professional summary at the beginning of your CV is optional but recommended. (True / False)

10. Personal details like marital status and religion should always be included in a CV. (True / False)

Lesson 2. Resume

How to Craft a Professional Resume

Your resume is an important factor in making a positive impression during the hiring process. Crafting a professional resume can help you stand out from other candidates and gain the hiring manager's attention. A professional resume also allows you to show all your relevant skills, experience and education.

Resume

- Emphasizes skills
- Used when applying for a position in industry, non-profit, and public sector
- Is no longer than 2 pages, with an additional page for publications and/or poster presentations if highly relevant to the job
- After 1 year of industry experience, lead with work experience and place education section at the or near the end, depending upon qualifications

A **resume** (or *résumé*, from French “to sum up”) is a short, concise document used for job applications. A **resume** is a document presenting key facts about your professional experience, educational background, and skills. A resume is used for job search. The purpose of a resume is to provide recruiters with a brief overview of the candidate's work history. A good resume should be targeted at a specific job and one to two pages long.

American Resume Sample

Jane Ahlgren
E-Mail: JUAhlgren@gmail.com
Tel: 555-212-5551
Address: 134 Rightward Way Portland, ME, 04019

Objective

- To be an expert in my area of work, with passion for challenges, innovation and working with people and communities.
- Seeking a role, where I will be able to apply my skills, work experience in project management by making a difference through quality, with strict adherence in achieving the organizational goals.

Summary

Healthcare PMP with years of experience managing various projects in a hospital. Cut costs by significant amount in 6 months, dropped stockroom waste and reduces wasted foot traffic across nursing staff and departments.

Academic Details

- Project Management Institute – Received Project Management Professional certification
- University of Southern Maine, BSN (1996-09 – 1999-05)

Technical Skills & Languages

- Keynote, MS Office
- Spanish (intermediate)

Work Experience

Date of Joining: 2006-05 to 2017-01
Post: Project Manager
Organization: Seton Hospital, ME

The scope of work: Oversaw hospital projects with focus on reducing various costs. Oversaw “Just in Time Restock” project, which was aimed to cut stockroom waste. Implemented Lean Training and Six Sigma projects for all employees, which was aimed to cut costs. Created supply room reallocation project, which was aimed to cut foot traffic for nursing staff and various departments.

Date of Joining: 2002-09 to 2006-05
Post: Chief Nursing Officer
Organization: Seton Hospital, ME

The scope of work: Led nurses with multiple project management duties. Managed nursing staff and align them to new scheduling system. Implemented cost tracking project and managed projects for lean training.

Date of Joining: 2000-03 to 2002-09
Post: Charge Nurse, Maternity
Organization: Seton Hospital, ME

The scope of work: Lead team of 15+ Maternity Ward nurses. Organized and coordinated a project to donate expired supplies and equipment to charities. Implemented a patient tracking system to cut data collection. Initiated various projects.

Hard and Soft Skills

- Leadership
- Agile and Scrum
- Business Process Improvement
- Vendor Management
- Project Scheduling

Jane Ahlgren
PMP, RN

Passionate healthcare PMP with 20+ years experience managing various projects in a high-volume hospital. Cut costs by 32% in 6 months, dropped stockroom waste by 60%, and reduced wasted foot traffic by 88% across all nursing staff and departments. Seeking to leverage strong leadership skills and expertise to increase profitability for C.S. West Children's Hospital.

Experience

2006-05 to 2017-01
Project Manager
Seton Hospital, ME

- Oversaw all major hospital projects for 16+ years, focus on cost reduction.
- Oversaw the “Just in Time Restock” project. Cut stockroom waste by 60%.
- Implemented the highly successful Lean Training and Six Sigma projects for all employees. Cut costs by 32% in less than six months.
- Created our popular supply room reallocation project. Cut wasted foot traffic by 88% across all nursing staff and departments.

2002-09 to 2006-05
Chief Nursing Officer
Seton Hospital, ME

- Having leader for all 87 nurses with multiple project management duties.
- Scheduled nursing staff to new scheduling system for better cost management.
- Implemented a new cost tracking project to track down stockroom waste.
- Managed project for lean training of all nurses.

2000-03 to 2002-09
Charge Nurse, Maternity
Seton Hospital, ME

- Led team of 15+ Maternity Ward nurses for two years.
- Organized and coordinated a project to donate expired supplies and equipment to overseas charities. Recouped over \$32,000 in tax deductions.
- Implemented a new patient tracking system to cut redundant data collection.
- Initiated project for better gowning techniques. Infection-related complications dropped 13% after project's end.

Education

2006-10 to 2006-07
Project Management Institute
Received Project Management Professional certification from PMI.

1996-09 to 1999-05
University of Southern Maine, BSN

- Andrew Postgraduate Fellowship to study advanced nursing techniques.
- Managed a student project to develop a weekly nursing podcast.
- Graduated Summa Cum Laude

Certificates

PMP, RN

Conferences

2014-10
Guest Speaker, Northeast Shingo Lean Conference

Licenses

RN (2820)

Personal Info

Address
134 Rightward Way
Portland, ME, 04019

Phone
555-212-5551

E-mail
JUAhlgren@gmail.com

WWW
www.janeahlgren.com

LinkedIn
www.linkedin.com/in/jane-ahlgren

Skills

Leadership
Expert

Agile and Scrum
Advanced

Business Process Improvement
Expert

Skilled in Keynote, MS Office
Expert

Project Scheduling
Advanced

Strategic Planning
Intermediate

Communication Skills
Expert

Languages

Chinese
Advanced

Spanish
Intermediate

Why is a resume important?

Resumes are usually the first impression a potential employer has of you. Resumes are often the most important step in the application process. Here are some additional reasons why resumes are important:

- Provides an opportunity to market yourself to employers
- Outlines your skills, background and education so employers can easily see how your experience contributes to the success of a company
- Helps employers eliminate unqualified candidates
- Allows you to demonstrate your written communication skills

Who needs a resume?

Many employers require applicants to submit a resume to be considered for a job opportunity. If you're interested in applying to new jobs and you'd like to have a chance to interview in person, it's likely that you need a resume to provide potential employers. Companies that require resumes typically mention that requirement in their job postings. If they don't require a resume, they may have you fill out a paper application to get an idea of your career background. It's still a good practice to provide a typed resume for jobs that don't require them to show your professionalism.

What to include on a resume:

1. Contact Information including Job Title
2. Resume Summary or Resume Objective
3. Work Experience
4. Education
5. Skills
6. Additional Resume Details (Awards, Courses, Resume Publications, Licenses and Certifications, Interests, etc.)

The screenshot shows the Zety resume builder interface. At the top, the Zety logo is on the left, and 'PREVIEW' and 'TIPS' links are on the right. The main heading is 'What did you do at Seton Hospital as a Senior Project Manager?'. Below this, a subtext says 'Use our expert recommendations below to get started.' The interface is divided into two main sections. The left section contains a list of bullet points for the 'Senior Project Manager' role, with a rich text editor toolbar above them. The right section is a list of job responsibilities, each with an 'ADD' or 'REMOVE' button to its left. At the bottom, there are 'BACK' and 'SAVE & NEXT' buttons.

zety PREVIEW | TIPS

What did you do at Seton Hospital as a Senior Project Manager?

Use our expert recommendations below to get started.

B I U [List Icons]

- Oversaw all major hospital IT projects for **10+ years**.
- Responsible for creating, improving, and developing IT project strategies.
- Implemented the highly successful *Lean Training* and *Six Sigma* projects.
- Reduced the costs of IT infrastructure maintenance **by 5%** in 2018.
- Closely collaborated with project members to identify and quickly address problems.
- Created full-fledged implementation plans, accounting for ROI, cost-benefit and other analyses.

Senior Project Manager

- Produced [Type] and [Type] reports each [Timeframe], updating customers and senior leaders on progress and roadblocks.
- Closely collaborated with project members to identify and quickly address problems.
- Outlined work plans, determined resources, wrote timelines and generated initial budgets as part of project scope determination for [Type] projects.
- Created full-fledged implementation plans, accounting for ROI, cost-benefit and other analyses.

BACK SAVE & NEXT

Contact information

It's important to include your name, telephone number, address and email address at the top of your resume. Doing this ensures hiring managers and recruiters can easily locate your information so they can contact you. It can be helpful to choose a larger font, separate information with a horizontal line or change the color to make your contact information more noticeable.

Resume Summary or Resume Objective

This is a short summary of your professional experiences, skills and goals that you may write to reflect the job to which you're applying. A professional summary is typically two to three sentences long. You can place this underneath your header so it appears first on your resume and introduces the rest of your work history and skills.

Work experience

List your work experience in reverse-chronological order, even if it's a functional resume. This section includes your current and former jobs, internships or volunteer work. List each position along with the name of the company and your dates of employment. Underneath each position, you may list your tasks, accomplishments, duties or skills gained in the position.

Education

In the education section of your resume, you can include the degrees you earn in reverse chronological order. Be sure to include the name of the school, the location and the date you graduated from the program.

Skills

This portion of your resume includes hard and soft skills that are relevant to the job for which you're applying. This may include hard skills like computer programs in which you're proficient, or soft skills you have developed like leadership or problem-solving. It's useful to refer to the job description and include abilities from your skill set that the employer is seeking.

Additional Resume Details

Here are some optional sections you may consider adding to your resume:

Certifications and licenses: Certain jobs may require additional certifications or licenses to qualify you for the job, in which case it's best to add this to your resume to let your potential employer know you're qualified and eligible for hire.

Languages: Some jobs may prefer candidates who speak more than one language. If you do, add the language skill to your resume or list it on your employment application.

Awards and honors: Awards and honors can make you look more appealing and qualified if they're related to your career path in some way.

Volunteer work: List volunteer work under the work experience section if it's relevant to the skills and job duties in your current career path. If the volunteer work is unrelated, then you may consider adding it to the bottom of the resume, listing the organization and your duties in a simple yet effective way.

Publications: If you have published works and the job you're seeking values this information, you may consider adding it to your resume.

Freelance work experience: Freelance work experience can also be under work experience. Only add freelance experience that's relevant.

1. Translate the following terms and phrases:

to submit a resume, freelance work experience, to interview in person, to provide potential employers, to make more noticeable, current jobs, relevant skills, former jobs, a potential (prospective) employer, Resume Summary or Resume Objective, to be proficient, nutshell, educational background, to include abilities, to refer to the job description, in a nutshell, to highlight professional experience, experience and education.

2. Find the English equivalents in the text:

подати резюме, пройти особисту співбесіду, важливі навички, досвід та освіта, надати потенційним роботодавцям, зробити більш помітним, поточна (теперішня) робота, попередні роботи, потенційний роботодавець, володіти компетенцією, посилалися на опис вакансії, вказати здібності,

досвід фріланс-роботи, освіта, короткий зміст резюме або мета резюме, коротко, в двох словах, висвітлити професійний досвід.

3. Match the terms and their explanation:

1.	resume	is Latin for Curriculum Vitae (course of life).	
2.	a prospective employer	is French for "summary."	
3.	an in-person interview	is an independent contractor who earns wages on a per-job or per-task basis, typically for short-term work.	
4.	to be proficient	can include both your formal education and any informal or continuing education you have received throughout your lifetime.	
5.	CV	refers to a company from which you're seeking employment	
6.	an educational background	to be very good at doing something especially through practice.	
7.	a freelancer	A personal interview is an interview between a recruiter and a job seeker in which they communicate face-to-face.	

4. Complete the sentences using the following terms and phrases:

Resume Summary or Resume Objective, a positive impression, a professional resume, work experience, a potential employer.

- 1) _____ allows you to show all your relevant skills, experience and education.
- 2) Your resume is an important factor in making _____ during the hiring process.
- 3) Resumes are usually the first impression _____ has of you.
- 4) _____ is a short summary of your professional experiences, skills and goals.
- 5) List your _____ in reverse-chronological order in a resume.

5. Read the text and answer the questions:
1. *What are three main resume types?*
 2. *Give the characteristics of the chronological resume.*
 3. *What is the functional resume?*
 4. *Give the characteristics of the combination resume.*
 5. *What do the right sections give the employer?*
 6. *What makes a resume easy to read?*
 7. *What should be focused your resume on?*
 8. *Why is it important to be concise when writing a resume?*
 9. *Why is it important to avoid grammar and spelling errors?*

How to write a professional resume

You can follow these steps to ensure that you have a professional and polished resume:

1. Choose the right type.

The key to writing a professional resume is choosing a suitable resume type. There are three main resume types, and it is important to choose the most suitable for the job opening.

- *The chronological resume* is best if you're already working in the industry, as it outlines your work history in chronological order, beginning with the most recent at the top.
- *The functional resume* focuses on skills and abilities without regard for dates or periods and is suitable for candidates without continuous working histories.
- *A combination resume* is a blend of the functional and chronological resume. Both your skills and work experience are outlined with your working history listed in reverse chronological order. This type is appropriate for those with shorter working histories or those considering career changes. It normally starts with a professional profile or summary of qualifications followed by a section that outlines your skills.

2. Include the right sections.

You should have certain sections in your resume that give the employer a well-rounded idea of your professional history and objectives.

3. Make it easy to read.

For a uniform and easy-to-read appearance, ensure that the formatting is consistent throughout your resume. If you use bullet points in one section that describes your responsibilities, be sure to use the same formatting in other areas. Use the same fonts in the entire resume. To separate your sections, you can use different font styles or sizes, such as bold or italics.

4. Use the right fonts.

Some appropriate fonts for resumes are Times New Roman, Calibri or Arial in sizes 10 to 12. Avoid the use of large blocks of texts as they are difficult to read and avoid the use of coloured backgrounds. A clean and

professional appearance allows the hiring manager to review the information quickly.

5. *Keep the focus.*

Your resume should be focused on presenting your background as it relates to the job. Keep the specific reader in mind and check for redundancy in your statements. If you have held similar positions, you can omit repeating the same details or tasks associated with the job. Instead, consider describing each function as a quantifiable achievement.

6. *Be concise.*

You should be as concise as possible. Employers prefer one-page resumes since they can review information quickly. If you have a lot of relevant work experience or education, you may need two pages.

7. *Proofread.*

Be meticulous when proofreading your resume. A professional resume should contain no grammar or spelling errors. Reading your resume out loud will help to review sentence structure, grammar and spelling. Ask a trusted friend or family member to review it to ensure consistency and that it is free of errors.

6. Read the text and put 3 questions to it to discuss it in the group:

The Difference in a Nutshell

The difference between a CV and a resume lies in the length, layout, and purpose of these documents. CVs have no length limit; resumes are typically one to two pages long. A CV details the whole course of the candidate's academic career; a resume summarizes skills and work experience.

Difference between CV and Resume

	Length	Layout	Purpose
CV	No page limit	In-depth description of your academic and professional experience	For academic placements
Resume	1-2- page	Brief document highlighting your professional experience	For all kinds of jobs

All of the above holds true for the US and Canada.

But what about international applications?



Here's all you need to know
about the resume/CV differences
and when to use which document:

North America (non-academic job)	Write a resume : keep it short and customize it to match the job ad.
North America (academic job)	Write a Curriculum Vitae : include every detail related to your academic or professional career.
Europe or New Zealand	Write a document called a "CV" , but a European CV is in fact almost identical to an American resume.
Australia and South Africa	"CV" and "resume" are synonyms: both refer to a short document; an equivalent of the US resume.
South Asian countries	"CV" and "resume" mean the same thing as in America, but for job-seeking, you'll often need to submit a biodata .

Read full article on *The Difference Between a CV vs a Resume Explained* on Zety.com



Resume vs. CV: International Differences & When to Use Which

In all of Europe (the UK, Ireland, and other European countries), as well as New Zealand, the term CV is used to describe an equivalent of a US resume: a short, targeted document you use to apply for jobs. There's no such thing as a "resume" there.

There are only minor, region-specific differences between a New Zealand or European CV and an American resume.

In the United States, you may need a CV to apply for a teaching or research position. If you're applying for a job outside the US that requests a CV, you can send your resume.

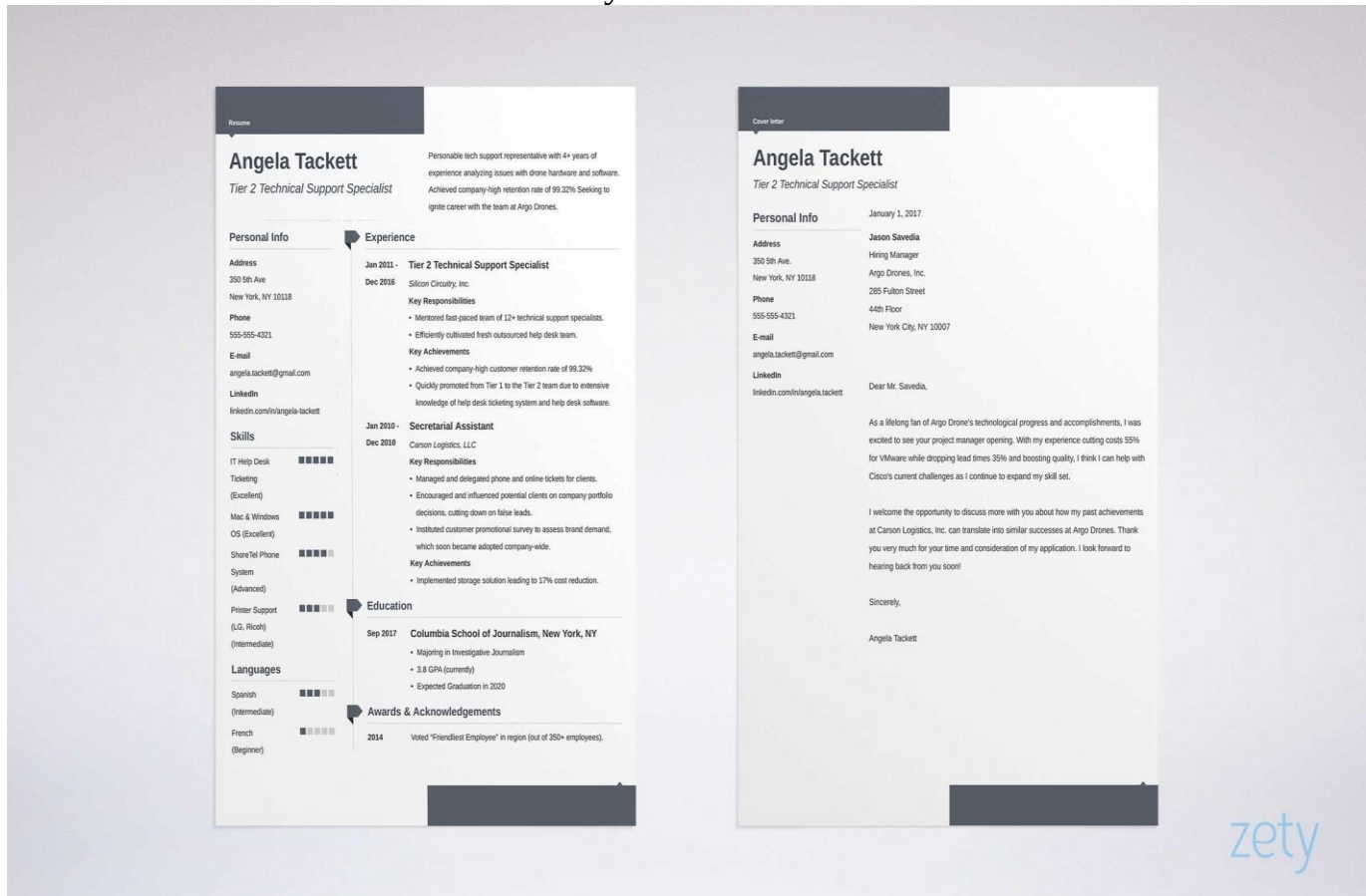
In Australia and South Africa, "Curriculum Vitae" and "resume" are synonyms that can be used interchangeably. Both words stand for a brief, one-to two-page document.

In South Asia, job seekers might need to use a slightly different document: a biodata. It's a document which contains more personal, "biographical" data

(hence the name): date of birth, gender, race, ethnicity, marital status, and salary. It's commonly used in India and Bangladesh.

But:

If a South Asian employer asks you for a “resume” or a “CV” specifically, don’t send over a biodata. Go for a document that follows the American resume rules. Plus, a great cover letter that matches your resume will give you an advantage over other candidates. Here's what it may look like:



7. To consolidate the material, take a Resume/CV Quiz

It tests what you learned on Resumes and CV.

1. Your resume or CV must include your personal details, education and
 - a. life history
 - b. work history
 - c. leisure activities
2. The term "CV" is more common than "resume" in
 - a. American English
 - b. British English
 - c. Business English
3. Your resume's job is very simple: to get you
 - a. a higher profile
 - b. a higher salary

- c. a job interview
- 4. The term "personal details" covers details like your
 - a. name and address
 - b. height and weight
 - c. income and savings
- 5. Your personal details should be written _____ of your resume.
 - a. at the top
 - b. at the bottom
 - c. on the back
- 6. Your education summary should list places of study and all relevant _____ you've gained.
 - a. qualifications
 - b. positions
 - c. benefits
- 7. Which period of education is not normally detailed in a CV or resume?
 - a. tertiary
 - b. secondary
 - c. primary or elementary
- 8. Under work experience, list all your jobs with your _____ job at the top.
 - a. first
 - b. latest
 - c. best
- 9. Unless you're applying for a very senior position, it's best to limit your resume to
 - a. one page
 - b. two pages
 - c. three pages
- 10. Which of these topics is also covered on many resumes?
 - a. criminal record
 - b. family history
 - c. languages
- 11. All résumés and CVs have the same format and information.
 - a. True
 - b. False
- 12. What is NOT characteristic of a traditional résumé?
 - a. Is 1-2 pages long
 - b. Summary of skills & work experience
 - c. Includes contact information
 - d. Includes a photo

8. Learn the Example & do the Quiz

Look at the following CV/resume. The person is applying for a position as a senior sales executive in a multinational furniture manufacturer. Focus on both how and what information the person has included in their CV/resume, and on how this information is structured and presented.

Then do the quiz at the end of exercise to find out why this CV/resume has been both written and structured well for the job the person is applying for.

CURRICULUM VITAE

Juan Cruz

112 Doctor Esquerdo Street
Madrid 28007
Telephone: (0034) 645 921 788
E-mail: juan_cruz871@gmail.com

Nationality: Spanish
Date of Birth: 21st July 1991

PROFILE

A highly motivated individual with over 15 years' experience of working in business-to-business sales. Experienced in selling a variety of different products to market leading business clients in both English and Spanish. Able to both work under pressure and apply different sales techniques and strategies when the situation demands. Have throughout my career constantly surpassed sales targets and won several sales awards.

WORK EXPERIENCE

Jan 21 – Now

**Senior International Sales Executive,
Telefonica SA, Alcorcon, Madrid, Spain**

Senior member of the international sales team at Telefonica. The team is responsible for landing large scale telecommunication networking contracts with businesses throughout the world.

Responsibilities & Achievements:

- Performed full cycle sales process (from creating bids, through negotiations to closing) for multi-million dollar projects with clients from across the world.
- Building up & maintaining relationships with both existing & potential new clients.
- Implemented a new lead generating process with contributed to a €240 million growth in revenue.
- Fire warden for the floor of the office.
- Member of the sales strategy committee at Telefonica. Responsible for devising and implementing sales processes and procedures across the company.
- Awarded 'Telefonica sales executive of the year' in 2023 for sales revenue generated.
- Have been responsible for obtaining contracts for Telefonica worth over €61.3 million.

Sep 19 – Dec 20

**Sales Executive,
Telefonica SA, Alcorcon, Madrid, Spain**

Member of the small business sales team at Telefonica which is responsible for selling telecommunication solutions for small businesses throughout Spain.

Responsibilities & Achievements:

- Onsite sales visits to existing and potential new business clients in Madrid.
- Creating tailored solutions and offers to both existing and potential new business clients.
- Performed regular workshops to local business owners to promote the company and generate leads.
- Due to performance, promoted to a senior position in the international sales team.

Mar 18 – Jun 19

Australian & New Zealand Travel

Travelled through Australia and New Zealand for a over year to both improve my English level and to see more of the world. During the year, I held various short-term jobs.

Feb 12 – Mar 18

Sales Executive,

Almagro Construction SA, Leganes, Madrid, Spain

Member of the sales team in the building materials division of Almagro Construction, one of Europe's leading constructors and suppliers of building related materials.

Responsibilities & Achievements:

- Performed full cycle sales process (from creating bids, through negotiations to closing) for multi-million dollar projects with business clients from across the Europe.
- Building up & maintaining relationships with both existing & potential new clients.
- Co-created a sales team application to both document progress and aid in time management. Led to a 9% growth in new contracts.
- I was a member of the division's marketing strategy group.
- Created a training programme for all new sales staff in the division.
- Generated the highest volume of new accounts in the department in 2014 & 2016.
Won the company's 'sales executive of the year' award in both years.

Aug 11 – Jan 12

**Customer Services Assistant,
Santander SA, Madrid, Spain**

A temporary position in the customer services call centre of the bank Santander.

Responsibilities included dealing with inbound customer enquiries and promoting the bank's products.

Jul 07 - Sep 10

Life Guard,

Alcorcon Municipal Pool, Alcorcon, Madrid, Spain

A part-time and temporary position during the summer holidays.

EDUCATION AND TRAINING

2008 - 2011

Universidad de Complutense, Madrid, Spain:

BA(Hons) Geography

2001 - 2008

St Michael's Secondary School, Madrid, Spain:

A-levels: Geography (B), English (B), Sociology (B) & Economics (C)

GCSEs: 9 Grade C or above

Vocational Courses & Qualifications

Advanced Microsoft Access Certificate
Microsoft NT4 Network Support Certificate
Presentation Skills Course
Technical Writing Course
Diploma in Advanced Sales Methodology
Diploma in Ethical Sales Strategies
Time Management & Prioritization Course
Online Sales & Marketing Course
Advanced Microsoft Excel Certificate

Languages:

Native language: Spanish
Fluent: English

INTERESTS

In my spare time I enjoy cycling, cooking, socializing and reading history and fiction.

Below are 12 questions about the above CV/resume. Choose the correct answer.

1. Which of the five main sections in the CV/resume can you choose not to include?

- a. Contact and Essential information
- b. Profile
- c. Work Experience
- d. Education & Training
- e. Interests

2. What is the reason why the different sections on the CV/resume are in the order they are?

- a. Potential Employers are used to CVs having this section order
- b. It looks good

3. Why are the section titles in the middle of the page and use a large font?

- a. To help people quickly find the information they are looking for
- b. To make the resume look pretty

4. Why do some of the sentences on the CV/resume have bullet points (•) in front of them?

- a. To highlight the important abilities, experiences & achievements
- b. To separate different sentences

5. What is the main purpose of the profile section on a CV/resume?

- a. To selfpromote yourself
- b. To summarize the most important information contained on the rest of the CV
- c. To say things, you don't on the rest of the CV

6.What style of vocabulary should you use on a CV/resume?

- a. Informal
- b. Formal
- c. It doesn't matter

7.Why do some jobs in the work experience section have a list of 'responsibilities & achievements', while others don't?

- a. These jobs are more relevant for the job being applied for than the others
- b. The person did more things in these jobs than the others

8.In a CV sent for a sales position, which sentence in the responsibilities & achievements part of the 'Senior International Sales Executive job at Telefonica' should not be included?

- a. Implemented a new lead generating process...
- b. Fire warden for the floor of the office
- c. Member of the sales strategy committee

9.Which sentence in the responsibilities & achievements for the 'Senior International Sales Executive job at Almagro Construction' is written incorrectly for a CV/resume?

- a. Created a training programme for all new sales staff in the division
- b. Co-created a sales team application
- c. I was a member of the division's marketing strategy group

10.Which of the 3 factors below is the most important in deciding what information to include on a CV/resume?

- a. It sounds professional
- b. It is relevant for a job you are applying for
- c. It makes you seem very important

11.Why should a CV/resume be short (2 pages long), well organized/structured and only contain information relevant to the job you are applying for?

- a. It makes it quicker and easier to read for protentional employers
- b. That's what other people do

Lesson 3. Cover Letter

While cover letters are not always required, many hiring managers still rely on them to gauge an applicant's skills, experience and background. The key to writing an effective cover letter is to clearly show how your professional experience fits the needs of the open role and the culture of the hiring company.

What is the point of a cover letter?

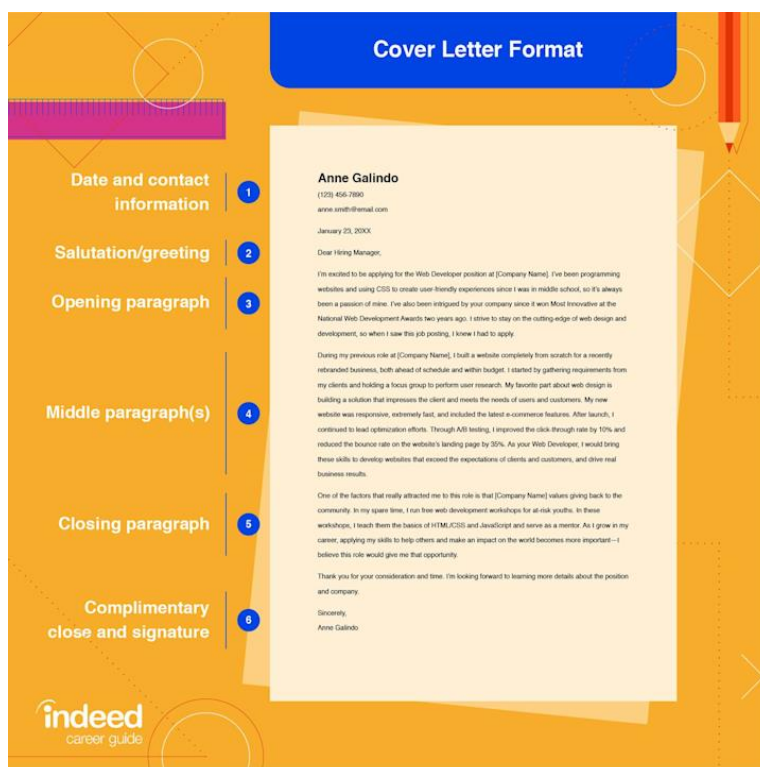
A *cover letter*, also known as an *application letter*, is a one-page document that complements a resume by sharing a candidate's feelings on their fit for the role, their motivations, and aspects of their personal story.

Hiring managers will normally read the resume before the cover letter. If your basic experience is a fit, they will hope to read a cover letter that shares some personality.

If they are interested in you as a potential hire, they will read every line of the cover letter. When you are making a serious hiring decision, why wouldn't you? A well-written cover letter is never a waste of time if it is submitted for the right role.

Cover letters are particularly useful to outline motivations if you have no experience, are approaching a career change, or are seeking a promotion.

The content of a cover letter should rhyme with your resume sales pitch, whilst not repeating it. Here is a bit more about what hiring managers hope to find there.



What do managers who hire for a job expect in a cover letter?

An effective cover letter picks out a couple of relevant career accomplishments and weaves a story around why and how you made these things happen.

There is still a place for the bullet-pointed achievements and brevity of a resume, but the benefit of a cover letter lies primarily in the ability to make your career sales pitch in your own free-flowing words within a carefully-designed format.

Hiring managers will hope to see the following in a cover letter:

Why you **want** the job (not only why you will be good at it).

How you can make an **impact** in the position.

What **personal qualities** you would bring to the team.

Evidence of research that shows you know what is expected.

Arguments for your **circumstances** – career change, return to work, etc.

Every cover letter will be different because the fit between your experience and the role will vary. Find the most compelling points of suitability and expand on your motivations.

What to consider before you write

Before you craft your cover letter, gather all the information you may need. Here are some things to consider before you write a cover letter:

- Think about your experiences and how you would like to relate these experiences to a hiring employer. What talents, skills or accomplishments would you like the company to know?
- Think about how you learned about the job opportunity. If it's a personal contact, jot down the person's name and title. If it was an ad or job board, write down where and when you saw it and list any specific instructions noted in the job description.
- Think about the company you're writing to and what drew you to it. Do you admire its culture or brand? Are its reviews positive or negative? Research the company to see if you agree with its mission statement and vision.
- Think about who you are writing to. If it's a specific person, address them by name and title. If not, consider addressing the cover letter to "Dear Hiring Manager" or "Dear Human Resources."

1. Find the English equivalents in the text:

cover letter (application letter), specific instructions, a potential hire, to gauge an applicant's skills, experience and background, to fit for the role, the bullet-pointed achievements, professional experience, evidence of research, to craft a cover letter, compelling points, to complement, to outline motivations, to be submitted for the right role, hiring managers, personal qualities.

2. Translate the following terms and phrases:

супровідний лист, для оцінки навичок, досвіду та освіти кандидата, професійний досвід, доповнювати, відповідати посаді, потенційний

співробітник, бути представленим на відповідну посаду, окреслити мотивації, менеджери з найму, чіткий перелік досягнень, особисті якості, підтвердження (ознаки) дослідження, переконливі моменти, створити супровідний лист, конкретні інструкції.

3. Match the terms and their definitions:

	An application letter	refers to the practical knowledge and skills gained through working in a specific field or industry, often complementing academic qualifications.	
	Professional experience	is a document that you send to potential employers to secure a position or get an invitation to an interview.	
	A hiring manager	is to make or produce with care, skill, or ingenuity	
	To craft	is the process that initiates, guides, and maintains goal-oriented behaviors.	
	Motivation	is the type of experience, training, education, etc. that a person has.	
	background	plays an important role in the recruitment process, helping to find and hire the right person for an open position in their organization.	

4. This is an exercise to help you learn & practice some of the standard words, terms, and expressions used in a cover letter.

Cover Letter Vocabulary

Choose the correct response for each of the sentences.

1. I'm writing _____ your advertisement in the Los Angeles Times.

- A. in response to
- B. to respond at
- C. in respond to

2. I'm writing to _____ the possibility of employment with your company.

- A. inquire about

- B. inquest about
 - C. question
3. I have a _____ deal (= a lot) of experience in (sales, web development, making folk-art, etc.)
 - A. big
 - B. large
 - C. great
 4. I'm a _____ motivated self-starter.
 - A. high
 - B. highly
 - C. height
 5. I have been _____ (= formally or informally commended) for my ability to manage others.
 - A. noticed
 - B. notified
 - C. recognized
 6. I would very much like to meet with you _____ to discuss this position.
 - A. in person
 - B. personal
 - C. for a chat
 7. I would very much like to meet with you to discuss this position _____.
 - A. in detail
 - B. in details
 - C. details
 8. I will call you on Tuesday to arrange a _____ meeting.
 - A. eye-to-eye
 - B. nose-to-nose
 - C. face-to-face
 9. My main area of _____ is (= what I know/do best is) ...
 - A. expert
 - B. expertise
 - C. experienced
 10. As the _____ CV/resume illustrates (= shows) ...
 - A. closed
 - B. enclosed
 - C. encapsulated

5. Read the article and put 4 questions to it to discuss it in the group:

4 Ingredients of a great cover letter

A cover letter is the sum of its ingredients. When you have a blank page to fill, the following attributes should all be present for you to shine.

Personality

When you write a cover letter, you need to share a part of your soul. While a resume is a factual account of your accomplishments, a cover letter is much more about your “why.”

Be vulnerable. After all, the job must be a fit for you. If a hiring manager doesn’t feel that you are the person for them, then it is probably for the best. A square peg in a round hole is a recipe for an unhappy career. Set out your personal case in your cover letter.

Enthusiasm

Excitement is an underrated sensation in the job search process. Candidates feel that they should be formal and professional in their written and oral communication, but this serves to dampen any enthusiasm that a candidate may have for a role.

Every hiring manager wants to sense: “wow, they really want to be here.” Allow yourself to express your excitement in your cover letter. Don’t go over the top, but equally don’t put a lid on why your eagerness. They want to hire people who are in it for the long run.

Tailored

Hiring managers want to feel special. While most candidates will spend a long time perfecting every word of their resumes, cover letters are often a hasty afterthought.

Most candidates use the same cover letter skeleton for each application, changing a few key details. This shows a lack of interest and is not hard to spot. If you (really) want the job, sit down with a blank page and write a bespoke letter for the specific role.

Conversational

Adopting a warm and friendly tone can set the scene to carry on the conversation during an interview. Don’t be afraid of using the first person (although not too much), and make sure that the cover letter “sounds” like you. Ask a friend to check if you are unsure.

A hiring manager will read the letter and imagine that you are speaking directly to them. How do you want to come across? Put yourself in their position. Are these the words that you would want to hear? What does the tone say about your personality?

6. Read the text and put 4 questions to it to discuss it in the group:

4 Errors of a terrible cover letter

You can also get a cover letter horribly wrong. To the point that it would have been much better not to write one in the first place. Avoid these four mistakes if possible.

Self-obsession

A cover letter is a medium for job search persuasion. When the needs of an employer and the potential of an applicant meet, there is a partnership to explore.

Too many cover letters focus squarely on the potential of the applicant without mentioning how that fits the needs of the employer. Don't fall into the trap of self-obsession - discuss why your experience will make a difference to your future boss.

Negativity

While every career story should contain realistic shades of positivity and negativity, when you sit down to write your cover letter it would seem strange to mention anything unflattering. That would make a hiring manager wonder what else lurks beneath.

Humility is important during an interview, but when you are writing a sales document such as a cover letter, you must put forward your most compelling case.

Waffle

A long and rambling cover letter that is unclear in its messaging will not secure many interviews. The cover letter should be strictly no more than one page, which seems ample, but you would be surprised just how possible it is to write about not a lot in 300 words.

Be direct in your messages, use short sentences, and be content to leave out the juicy details for later in the interview process. Grab their attention with powerful language.

Generic phrases

While we mentioned earlier that a cover letter should be tailored in its messaging, that also rings true for the phrases that you use. There is a temptation to borrow impressive phrases from online cover letter examples, but this can easily spoil the flow of your writing.

Sure, deploy the odd impressive action verb and choose adjectives with care, but copying entire sections from example cover letters lowers you to the standards of your competition.

7. Read the text and discuss it in the group. Share your ideas about types of cover letters with your fellow students:



Types of cover letters

There are four general categories of cover letters:

1. Application cover letter

This is the most common type of cover letter that candidates use to apply for a job. This traditional style includes details about your professional experience that are relevant to the requirements of the job post. It's also an opportunity to explain

details that aren't in your resume, such as an employment gap, a career change and the reason you're excited to work for a specific company.

2. Referral cover letter

A referral cover letter is also useful for applying for a job, but it mentions the name of a current employee who referred you to the open position. A referral can help you distinguish yourself during the hiring process. Consider sending a copy of your referral cover letter and resume to the person who referred you to keep them updated on your application process.

3. Letter of interest

A letter of interest is a cover letter that inquires about job openings at a company where you want to work. A company may not have job postings public but may still be looking for qualified individuals. This type of cover letter takes the initiative to let the hiring manager know your interest in working with them. You can also improve your odds of finding better work by using resources like Indeed profile, which centralizes your resume, job preferences and qualifications.

A few weeks after sending the letter of interest, consider contacting the recruiter or hiring manager to follow up on your inquiry. A phone call or email may help them remember you, and you can keep the call or email short and professional while still showing your enthusiasm for working for the company.

4. Value proposition letter

A value proposition letter is a summary that explains what makes you unique, such as your skills, accomplishments and the value you can add to a company. This type of short cover letter is usually used as a resume summary statement or as an answer for "tell me about yourself" interview question.

8. Read the text and answer the questions:

- 1. How should you customize your header on your application format?**
- 2. Is it correct to avoid generic references to your abilities? Why?**
- 3. What should you focus on when writing a cover letter?**
- 4. What should be done before submitting cover letter?**

Tips for an effective cover letter

Here are guidelines to keep in mind when writing a cover letter:

Customize your header based on your application format

If you're writing your cover letter directly within an online job application, there's no need to include your address or other contact information. You've probably already typed that into other areas of the application form. If you include your cover letter as an attachment, you can use the same heading as your resume.

Avoid generic references to your abilities

When possible, tell meaningful anecdotes that tie your skills to concrete problem-solving activities or tangible business results you've worked on in your career. Any candidate can say they possess a desirable skill. To make an impact, you need to show hiring managers examples of your skills in action.

Keep it short and to the point

Unless specified in the job description, there is no required length for a cover letter. When determining how long a cover letter should be, focus on the most important details of the job. Read the job description closely to identify the best opportunities to illustrate your qualifications.

What professional achievements are you the proudest of? Choose one or two and map them directly to the desired experience or qualifications the hiring manager is looking for, using just a few detailed but concise sentences. What attributes is the job description calling for in a candidate? Consider using the cover letter itself as a way of demonstrating those traits.

Proofread before you submit

Reread your cover letter several times before submitting it and keep an eye out for spelling, grammar or punctuation errors. Reading it aloud can help you pick out awkward phrasing or too-long sentences. We all tend to gloss over errors, so do a slow, deliberate reading that examines each word. If your salutation includes the hiring manager's name, triple-check the spelling.

Applications that require a cover letter give you a valuable opportunity to demonstrate your capabilities and authentic personality. Use the cover letter to let your most significant strengths shine while showing you respect the hiring manager's time and attention.

9. Make the Cover Letter Test

1. What is the main purpose of a cover letter?
 - A. To list all of your past jobs
 - B. To summarize your resume
 - C. To introduce yourself and explain why you're a good fit for the job
 - D. To describe your personal life
2. What should a cover letter always be tailored to?
 - A. The hiring manager's personal interests
 - B. The specific job and company you're applying to
 - C. Your dream job, regardless of the opening
 - D. General industry trends
3. Which of the following should NOT be included in a cover letter?
 - A. Your enthusiasm for the role
 - B. Specific examples of past achievements
 - C. A detailed list of all your hobbies
 - D. A professional closing statement
4. How long should a typical cover letter be?
 - A. One sentence
 - B. One to two pages
 - C. Half a page to one page
 - D. As long as your resume

5. What tone should you aim for in a cover letter?
 - A. Very casual and relaxed
 - B. Arrogant and demanding
 - C. Professional and confident
 - D. Humorous and sarcastic
6. Which of the following is a strong way to start a cover letter?
 - A. "Hey there, I'm looking for a job."
 - B. "To whom it may concern, I want money."
 - C. "I am writing to express my interest in the [Job Title] position at [Company Name]."
 - D. "My resume is attached. Read it."

True/False Questions

1. A cover letter should repeat everything that is on your resume. T / F
2. You should address the cover letter to a specific person whenever possible. T / F
3. It's acceptable to use the same generic cover letter for every job application. T / F
4. Spelling and grammar mistakes in a cover letter can hurt your chances of getting the job. T / F
5. A cover letter gives you the opportunity to show your personality and explain why you're a great fit. T / F
6. It's better to keep your cover letter vague so it can apply to many jobs. T / F

10. <https://youtu.be/kM0ov1MOU7s> Video: Cover Letter Tips

Watch video "Cover Letter Tips" and answer the questions: What is the main idea of this video? Why is it important to get personal when writing cover letters?

Not sure how to write a cover letter? Sometimes it's easiest to learn by example. Gabriella, a team specialist for FIGS, shares the cover letter that helped her get the job.

Transcript. This is the cover letter that got me my job at FIGS. FIGS is a medical apparel company, and we get to serve the best humans on Earth. Cover letters are really just opportunities to provide context to your resume. They're your first opportunity to make a strong impression with a company. Even if the hiring post says it's optional, always include a cover letter. Since I had previously worked in HR, I know how important it is to have a resume that

sticks out with not only the words that are on it, but with how it looks as well. I'm no designer, this definitely took a weekend, but I think it turned out pretty awesome. I always like to start my cover letter with a strong opener, something that's unique about myself. I mentioned that I played volleyball in college, and professionally as well. Even though that's not necessarily related to the job, I knew it was something that was going to get them to keep reading further. The more specific you are in cover letters, the better. I actually end my cover letter by saying, as the daughter of OBGYNs, I understand the difference that wearing nice, comfortable, and more hygienic clothes can have on one's ability to provide excellent care. So I used the fact that my parents were physicians to highlight that I did understand that FIGS is more than just a scrub or a medical apparel company. Resumes are really for laying out your experience and your background, but cover letters are where we get personal.

Key takeaways

As every application is different, there is no one answer to “what is a cover letter?”

Remember that a cover letter is all the following things:

- Personal sales pitch from you to your future boss
- A reflection of who you are and where you are going
- Thoughtful response to the demands of the job description
- Highlights from your career story with a promise of more to come

Lesson 4. Scientific Research Article



1. What is scientific writing?

Answer: Scientific writing is a specialized form of writing that follows strict guidelines to communicate scientific research findings in a clear, concise, and objective manner. It aims to inform and educate the scientific community, ensure reproducibility, and advance scientific knowledge. It includes various genres like research articles, lab reports, grant proposals, and scientific reviews.

2. What are the key characteristics of scientific writing?

Answer: Key characteristics of scientific writing include:

- **Objectivity:** Presenting facts and data without bias or personal opinions.
- **Clarity:** Using precise language and avoiding jargon or ambiguity.
- **Conciseness:** Expressing information efficiently and avoiding unnecessary words.
- **Accuracy:** Ensuring factual correctness and proper citation of sources.
- **Logical Structure:** Organizing information in a logical sequence, typically using IMRAD (Introduction, Methods, Results, and Discussion).

3. What is the purpose of an abstract in a scientific paper?

Answer: The abstract serves as a brief summary of the entire research paper, providing a concise overview of the study's purpose, methods, key findings, and conclusions. It allows readers to quickly assess whether the paper is relevant to their interests and decide if they want to read further.

4. Explain the difference between "results" and "discussion" sections in a research paper.

Answer: The "results" section presents the findings of the research in an objective and factual manner, typically using tables, figures, and statistical analysis. The "discussion" section interprets the results, connects them to existing knowledge, and draws conclusions. It explains the significance of the findings, addresses limitations, and suggests future directions for research.

5. What are the different types of scientific publications?

Answer: Some common types of scientific publications include:

- **Research articles:** Detailed reports of original research findings.
- **Review articles:** Comprehensive summaries and critical analyses of existing research on a specific topic.
- **Case studies:** In-depth descriptions of individual cases or events.
- **Letters to the editor:** Short communications that comment on published articles or present preliminary findings.
- **Conference proceedings:** Published summaries of presentations given at scientific conferences.

6. What are some common mistakes to avoid in scientific writing?

Answer: Common mistakes to avoid in scientific writing include:

- **Using jargon without explanation:** Explain technical terms or use them sparingly.
- **Overusing passive voice:** Use active voice for clarity and conciseness.
- **Using subjective language:** Stick to objective statements and avoid opinions or personal beliefs.
- **Insufficient citations:** Provide proper credit for all sources of information.
- **Poor grammar and spelling:** Proofread carefully and use a grammar checker.

7. Explain the importance of citing sources in scientific writing.

Answer: Citing sources is crucial for scientific writing for several reasons:

- **Giving credit:** Recognizing the work of others and avoiding plagiarism.
- **Supporting claims:** Providing evidence for statements made in the text.
- **Enabling reproducibility:** Allowing readers to verify the information and methods used.
- **Connecting to existing knowledge:** Showcasing the context and relevance of the current research.

1. Find the English equivalents in the text:



Ефективне подання інформації, лаконічність, пропонувати напрямки дослідження, викладення результатів наукових досліджень, наукова спільнота, об'єктивність, дотримання чітких правил, ключові висновки, чіткість, чіткий, лаконічний та об'єктивний спосіб, логічна структура, дослідницькі статті, точність, короткий виклад, поширені помилки, вичерпні виклади, робити висновки, демонструвати контекст, використовувати технічні терміни помірковано, передові наукові знання, цитування джерел.

2. Translate the following terms and phrases:

Information efficiently, to use technical terms sparingly, to follow strict guidelines, to suggest directions for research, key findings, clarity, to communicate scientific research findings, clear, concise, and objective manner, a scientific community, logical structure, an advance scientific knowledge, research articles, accuracy, a brief summary, common mistakes, citing sources, comprehensive summaries, to draw conclusions, conciseness, objectivity, to showcase the context.

3. Match the terms and their definition:

	Scientific community	Detailed reports of original research findings.	
	Scientific writing	Published summaries of presentations given at scientific conferences.	
	Research articles:	is a diverse network of interacting scientists. It includes many "sub-communities" working on particular scientific fields.	
	Review articles:	Short communications that comment on published articles or present preliminary findings.	
	Case studies:	is a technical form of writing that is designed to communicate scientific information to other scientists.	
	Letters to the editor:	Comprehensive summaries and critical analyses of existing research on a specific topic.	
	Conference Proceedings:	In-depth descriptions of individual cases or events.	



4. Complete the sentences using the following terms

and phrases:

Science, academic degree, definite plan, scientific text, the original sources, determine the features of text, innovative, scientific articles, studying, interesting for scientists.

Today's _____ are written both by people with _____ and students. _____ is constantly evolving and attracting pupils who deals with complex works, works hard to find _____, contribute their innovative proposals.

There is should be _____ during the creation of _____. It's necessary to _____ which will lead it to the forefront among the same scientists or collaborators. The article should be _____, consist of

authentic ideas, conclusions and remarks. The structure should be demarcated as reference system must be theoretically underpinned. Such kind of work will be _____ of different countries, as well useful for _____.

5. Read the text and answer the questions:



1. What should be indicated in the introduction of the article?

2. Why is it necessary to present the article with references at works of other researchers?

3. Why should the author avoid to use terminology and narrowly specialized words when writing the article?

4. What is the ideal solution for the author regarding the content of the article?

What you need to write an excellent scientific article? Some tips.

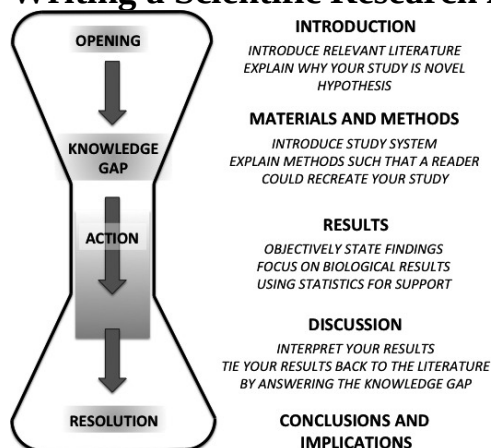
Never forget the basic rules of formation of an article to avoid tedium.

- Properly written article should be useful for reader, so dedicate it to specific scientific sector. If the content is intended for narrow specialist be sure to indicate it in introduction.
- Be aware that the text of an article is not only theoretical statements of other authors finished with your conclusions. Article is your personal vision of problem based on theoretical material.
- Don't try to imitate the journalist or essay style in your work. Science work is always based on fixed contributions opened with help of selected facts. It's necessary for author to show the work with references at works of other researchers. If you plan to present only your thoughts without any sources, the article can't be considered as scientific.
- Always follow the style of your writing. Inexperienced scientists are often ready to show their knowledge and therefore use a lot of clerical and academic vocabulary. As a result, such text becomes unreadable even for experienced colleagues. Try to use terminology and narrowly specialized words only if it's necessary and don't forget about explanations.
- Text of article should be logical; it must be structured. You should stick to balance because the content subordinates the form.
- Always look after the volume of article which includes alleged content. Don't try to put multi-volume edition in short article. The perfect solution is to point the one side of problematic issue.

- Always look after the shape of your work and its content. Choose several journals and write slightly modified texts for them. This action will increase your chances to be published.
- Try to not distract from the main problem issue of your work.
- Make sure that the initial judgment had a logical conclusion in the form of competent conclusions. This will be main indicators of significance of the work, especially if they are confirmed by prescribed illustrations and theoretical references.

6. Read the text. Take a quiz after the text to test your knowledge of the topic:

Writing a Scientific Research Article



Format for the Paper

Scientific research articles provide a method for scientists to communicate with other scientists about the results of their research. A standard format is used for these articles, in which the author presents the research in an orderly, logical manner.

This format is:

Title

1. Make your title specific enough to describe the contents of the paper, but not so technical that only specialists will understand. The title should be appropriate for the intended audience.
2. The title usually describes the subject matter of the article.

Authors

1. The person who did the work and wrote the paper is generally listed as the first author of a research paper.
2. For published articles, other people who made substantial contributions to the work are also listed as authors.

Abstract

1. An abstract, or summary, is published together with a research article, giving the reader a "preview" of what's to come. Such abstracts may also be published separately in bibliographical sources, such as Biological abstracts. They allow

other scientists to quickly scan the large scientific literature, and decide which articles they want to read in depth.

2. Your abstract should be one paragraph, of 100-250 words, which summarizes the purpose, methods, results and conclusions of the paper.

3. It is not easy to include all this information in just a few words. Start by writing a summary that includes whatever you think is important, and then gradually prune it down to size by removing unnecessary words, while still retaining the necessary concepts.

3. Don't use abbreviations or citations in the abstract. It should be able to stand alone without any footnotes.

Introduction

What question did you ask in your experiment? Why is it interesting? The introduction summarizes the relevant literature so that the reader will understand why you were interested in the question you asked. One to four paragraphs should be enough. End with a sentence explaining the specific question you asked in this experiment.

Materials and Methods

1. How did you answer this question? There should be enough information here to allow another scientist to repeat your experiment.

2. If you had a complicated protocol, it may helpful to include a diagram, table or flowchart to explain the methods you used.

3. Do not put results in this section. You may, however, include preliminary results that were used to design the main experiment that you are reporting on.

4. Mention relevant ethical considerations.

Results

1. This is where you present the results you've got. Use graphs and tables if appropriate, but also summarize your main findings in the text. Do NOT discuss the results or speculate as to why something happened; that goes in the Discussion.

2. You don't necessarily have to include all the data you've got.

3. Use appropriate methods of showing data. Don't try to manipulate the data to make it look like you did more than you actually did.

Tables and Graphs

1. If you present your data in a table or graph, include a title describing what's in the table.

2. Don't use a table or graph just to be "fancy". If you can summarize the information in one sentence, then a table or graph is not necessary.

Discussion

1. Highlight the most significant results, but don't just repeat what you've written in the Results section. How do these results relate to the original question? If your results were unexpected, try to explain why. What further research would be necessary to answer the questions raised by your results?

2. End with a one-sentence summary of your conclusion, emphasizing why it is relevant.

Acknowledgments

This section is optional. You can thank those who either helped with the experiments, or made other important contributions.

References (Literature Cited)

There are several possible ways to organize this section. Here is one commonly used way:

1. In the text, cite the literature in the appropriate places.
2. In the References section list citations in alphabetical order.

Check your grammar, spelling and punctuation

Finally, check the following:

- Spelling of author names
- Year of publications
- Usages of "*et al.*"
- Punctuation
- Whether all references are included

Quiz:

1. Good scientific writing can be described as _____, _____, and _____.
 - a. clear, concise, and convoluted
 - b. concise, dense, and compelling
 - c. clear, concise, and flowery
 - d. clear, concise, and compelling
2. Which of the following does not help with clarity in scientific writing?
 - a. Use of precise word choice
 - b. Use of metaphors and flowery language
 - c. Making sure pronouns have clear antecedents
 - d. Limiting the use of scientific jargon
3. Redundancy is most likely influencing which aspect of good scientific writing?
 - a. Being clear
 - b. Being concise
 - c. Being compelling
 - d. Being intriguing
4. Which of the following is not a way to achieve a compelling narrative in your writing?
 - a. Use passive voice to build an objective stance
 - b. Write and re-write
 - c. Use logical and evidence-based reasoning
 - d. Start and end strong in your writing
5. Which of the following is generally a method to determine whether or not to include certain details into your research article?

- a. Results should be both written and portrayed in either a figure or table.
 - b. The article should review the history of the entire field.
 - c. The paper should provide as much detail as possible that the journal allows and present critical information, such as key findings and important implications multiple times.
 - d. The paper should provide just enough detail so that an independent researcher can replicate your research.
6. Which of the following sections is not a basic section of a quantitative research paper?
- a. Results
 - b. Methods
 - c. References
 - d. Criticisms
7. Which of the following pieces of information is typically not on the title page of a manuscript?
- a. Author names
 - b. Author affiliation
 - c. Keywords
 - d. Research acknowledgements
8. What is the purpose of the abstract?
- a. Provide a clear and in-depth discussion of the implications of the research
 - b. Discuss the motivation for the research but provide no information about the findings
 - c. Provide a clear but succinct summary of the research
 - d. Discuss why the authors think the findings are important, to convince the readers to read the article.
9. Why is it important to spend time writing an abstract for a research report?
- a. Readers sometimes use it to decide if they wish to read the full article.
 - b. It is only opportunity to discuss your own interpretation of the research.
 - c. Reviewers only review the abstract.
 - d. It is the only opportunity for you to report the applications and strengths of the research.
10. Which of the following is not a goal of the introduction?
- a. Articulate the purpose of your research
 - b. Convince the readers to be interested in your research
 - c. Provide a detailed analysis of the findings and implications of past research and the history of the field.
 - d. Situate your research in the context of current trends and past literature.
11. Which of the following is the main goal of the methods section of a research report?
- a. Meticulously articulate how you analyzed the data.
 - b. Provide enough detail to allow an independent researcher to replicate your study.

- c. Outline the demographic information of your participants so that reviewers can access the generalizability of your research.
 - d. Discuss the procedure you used so that readers can decide for themselves if your protocol is biased.
12. Which of the following is usually beyond the scope of the results section of a quantitative research report?
- a. Discussing what statistical techniques were used
 - b. Presenting figures and/or tables to portray the data
 - c. Providing detailed interpretation of the implications based on the data
 - d. Presenting specific statistics that were generated from the data
13. Which of the following is not usually a part of the discussion section in a quantitative research report?
- a. Present a summary of the important findings and specific results
 - b. Discuss general implications of the research
 - c. Include suggestions for future research and practical applications
 - d. Discussion of what motivates the research and the literature that preceded the current research study.
14. Which of the following is true of the reference sections?
- a. The author selects only the key references that he or she cites in the rest of the report, and puts them in the reference section.
 - b. The reference section does not have strict formatting guidelines in psychology
 - c. The reference section lists all the citations in the research report.
15. Which of the following is recommended with regards of using the word “prove?”
- a. It is generally not a good idea to use “prove” in your write-up.
 - b. It is generally only acceptable if your study is a replication of another study.
 - c. It is always acceptable.
 - d. It is acceptable only if your results are statistically significant.

8. Answer the questions for summary:



- 1) What are different types of scientific publications?
- 2) What is the key characteristic of scientific writing?
- 3) Which organization structure has become dominant for scientific papers?
- 4) What is the primary purpose of scientific writing?
- 5) What is the purpose of an abstract in a scientific paper?
- 6) What should be mentioned in materials and methods section?
- 7) What is a goal of the introduction?
- 8) What is highlighted in discussion?
- 9) What is the difference between results and discussion sections?
- 10) What is the commonly used way to organize references section?

Lesson 5. Academic writing

Academic writing



Academic writing is a formal style of writing commonly used in universities, colleges, research publications and generally in the scholarly discourse. Academic writing is subtly a form of reasoning or argument about a topic falling within a field of study. Academicians and scholars write as experts in their fields of study. Academic writers research topics and then present their reasoning as written evidence.

Academic writing is generally quite formal, objective (impersonal) and technical. It is formal by avoiding casual or conversational language, such as contractions or informal vocabulary. It is impersonal and objective by avoiding direct reference to people or feelings, and instead emphasizing objects, facts and ideas. It is technical by using vocabulary specific to the discipline.

Different disciplines also have different styles and structures of writing. For example, some disciplines, such as in the humanities, expect longer paragraphs, which include topic sentences to show how your argument is structured. Other disciplines, for example in the sciences, expect short paragraphs, with no topic sentences, which are denser in factual information.

To be a good academic writer, you will need to learn the specific styles and structures for your discipline, as well as for each individual writing task. Some ways to do this are to:

- ask for more information from your lecturer/supervisor/tutor
- study the writing style of the academic articles in the most prestigious journals in your discipline
- look at the successful writing by other students in your subject area.

7. Find the English equivalents in the text:

Structure of writing, different types of academic writing, objective academic writing, technical academic writing, to avoid direct reference, to avoid casual or conversational language, formal academic writing, to learn the specific styles, contractions, writing capabilities, successful writing, to research topics.

2. Translate the following terms and phrases:

Успішне письмо, різні види академічного письма, об'єктивне академічне письмо, уникати невимушеної або розмовної мови, технічне академічне письмо, формальне академічне письмо, структура письма, вивчення специфічних стилів, письмові навички, уникати прямих посилань, досліджувати теми, скорочення.

3. Read the text and answer the following questions:

- 1) What are the main characteristics of academic writing?**
- 2) What is “formal language” in academic writing?**
- 3) What is “objective language” in academic writing?**
- 4) What does it mean “to write technically”?**

Characteristics of academic writing

Formal language



You can make your writing more formal through the vocabulary that you use. For academic writing:

- choose formal instead of informal vocabulary. For example, ‘somewhat’ is more formal than ‘a bit’, ‘insufficient’ is more formal than ‘not enough’.
- avoid contractions. For example, use ‘did not’ rather than ‘didn’t’.
- avoid emotional language. For example, instead of strong words such as ‘wonderful’ or ‘terrible’, use more moderate words such as ‘helpful’ or ‘problematic’.

- instead of using absolute positives and negatives, such as ‘proof’ or ‘wrong’, use more cautious evaluations, such as ‘strong evidence’ or ‘less convincing’.

Objective language

Although academic writing usually requires you to be objective and impersonal (not mentioning personal feelings), often you may still have to present your opinion. For example, you may need to:

- interpret findings
- evaluate a theory
- develop an argument
- critique the work of others.

To express your point of view and still write in an objective style, you can use the following strategies.

- More information around in the sentence to emphasize things and ideas, instead of people and feelings.
- Avoid evaluative words that are based on non-technical judgements and feelings.
- Avoid intense or emotional evaluative language.
- Use modality to show caution about your views, or to allow room for others to disagree.
- Find authoritative sources, such as authors, researchers and theorists in books or articles, who support your point of view, and refer to them in your writing.

Different disciplines often have quite different expectations about how objective or subjective your writing can be. For example, in some fields it is fine to use first person, such as 'my view is that...', while in other fields this is not acceptable. You should look at the convention used in published articles in your discipline area, and check with your lecturer.

Technical language

As well as using formal language, you also need to write technically. This means that you need to develop a large vocabulary for the concepts specific to the discipline or specialization you're writing for. To do this, take note of terminology used by your lecturer and tutor, as well as in your readings.

Be careful about the meaning of technical terms. Often the same word has a different meaning in another discipline. For example, 'discourse' is a technical term used in multiple disciplines with different meanings.

Make sure you also understand and use the key categories and relationships in your discipline, that is, the way information and ideas are organized into groups. For example, in the discipline of Law, law is separated into two types: common law and statute law. Knowing these distinctions will help you structure your writing and make it more technical and analytical.

4. Match the terms and their definitions:

1	Academic writing	is a style of writing in technical documents that is clear, concise, and precise, aimed at communicating information accurately to the target audience	
2	Technical language	refers to a style of writing that is neutral, factual, and devoid of personal opinions or emotions. This type of language focuses on providing information clearly and concisely	
3	Objective language	is less personal than informal language, it is used when writing for professional or academic purposes like university assignments	
4	Formal language	is a formal style of writing commonly used in universities, colleges, research publications and generally in the scholarly discourse	

5. Complete the sentences with the following terms and phrases:

Academic writing (2), academic language, objective, formal language, objective language (2).

- 1) We use _____ in situations that are serious or that involve people we don't know well. It is used when writing for professional or academic purposes.
- 2) _____ is central to almost all degree programmes. However, it's very different from other types of writing, so it's a skill that has to be learnt.
- 3) Written _____ is in general _____ rather than personal.
- 4) Using _____ means adopting an impartial and impersonal approach that prioritizes factual information and research over your own viewpoints. _____ is not influenced by personal feelings or biases.
- 5) _____ is writing which communicates ideas, information and research to the wider academic community.

6. Read the article and put 4 questions to it to discuss it in the group:



Types of academic writing

The four main types of academic writing are descriptive, analytical, persuasive and critical. Each of these types of writing has specific language features and purposes.

In many academic texts you will need to use more than one type. For example, in an empirical thesis:

- you will use critical writing in the literature review to show where there is a gap or opportunity in the existing research
- the methods section will be mostly descriptive to summarize the methods used to collect and analyze information
- the results section will be mostly descriptive and analytical as you report on the data you collected
- the discussion section is more analytical, as you relate your findings back to your research questions, and also persuasive, as you propose your interpretations of the findings.

Descriptive

The simplest type of academic writing is descriptive. Its purpose is to provide facts or information. An example would be a summary of an article or a report of the results of an experiment.

The kinds of instructions for a purely descriptive assignment include: 'identify', 'report', 'record', 'summarize' and 'define'.

Analytical

It's rare for a university-level text to be purely descriptive. Most academic writing is also analytical. Analytical writing includes descriptive writing, but also requires you to re-organize the facts and information you describe into categories, groups, parts, types or relationships.

Sometimes, these categories or relationships are already part of the discipline, while in other cases you will create them specifically for your text. If you're comparing two theories, you might break your comparison into several parts, for example: how each theory deals with social context, how each theory deals with language learning, and how each theory can be used in practice.

The kinds of instructions for an analytical assignment include: 'analyze', 'compare', 'contrast', 'relate', and 'examine'.

To make your writing more analytical:

- spend plenty of time planning. Brainstorm the facts and ideas, and try different ways of grouping them, according to patterns, parts, similarities and differences.
- create a name for the relationships and categories you find. For example, advantages and disadvantages.
- build each section and paragraph around one of the analytical categories.
- make the structure of your paper clear to your reader, by using topic sentences and a clear introduction.

Persuasive

In most academic writing, you are required to go at least one step further than analytical writing, to persuasive writing. Persuasive writing has all the features of analytical writing (that is, information plus re-organizing the information), with the addition of your own point of view. Most essays are persuasive, and there is a persuasive element in at least the discussion and conclusion of a research article.

Points of view in academic writing can include an argument, recommendation, interpretation of findings or evaluation of the work of others. In persuasive writing, each claim you make needs to be supported by some evidence, for example a reference to research findings or published sources.

Critical

Critical writing is common for research, postgraduate and advanced undergraduate writing. It has all the features of persuasive writing, with the added feature of at least one other point of view. While persuasive writing requires you to have your own point of view on an issue or topic, critical writing requires you to consider at least two points of view, including your own.

For example, you may explain a researcher's interpretation or argument and then evaluate the merits of the argument, or give your own alternative interpretation.

Examples of critical writing assignments include a critique of a journal article, or a literature review that identifies the strengths and weaknesses of existing research.

You need to:

- accurately summarize all or part of the work. This could include identifying the main interpretations, assumptions or methodology.
 - have an opinion about the work. Appropriate types of opinion could include pointing out some problems with it, proposing an alternative approach that would be better, and/or defending the work against the critiques of others.
 - provide evidence for your point of view. Depending on the specific assignment and the discipline, different types of evidence may be appropriate, such as logical reasoning, reference to authoritative sources and/or research data.
- Critical writing requires strong writing skills. You need to thoroughly understand the topic and the issues. You need to develop an essay structure and paragraph structure that allows you to analyze different interpretations and develop your own argument, supported by evidence.

7. Take a quiz after the text to test your knowledge of the topic:

Types of Academic Writing

Part A: Multiple Choice (Choose the best answer)

1. Which of the following is NOT one of the recognized types of academic writing?
 - a) Descriptive
 - b) Narrative
 - c) Critical
 - d) Persuasive
2. Which type of academic writing focuses on providing facts and information without expressing opinion?
 - a) Analytical
 - b) Descriptive
 - c) Critical
 - d) Persuasive
3. In which type does the writer evaluate and offer a judgment on a subject?
 - a) Critical
 - b) Reflective
 - c) Descriptive
 - d) Personal
4. Which writing type combines description with analysis, often breaking down information into parts?
 - a) Reflective
 - b) Analytical
 - c) Descriptive
 - d) Personal

Part B: True or False

5. Persuasive writing is used to argue a point and convince the reader of a position.

True/ False

6. All academic writing should include personal anecdotes and experiences.

True/ False

7. The combination of different writing types in one essay is often required in higher academic writing.

True/ False

8. Read the text and express your own attitude to the topic:

Evidence, plagiarism and referencing

Using evidence

Many types of university assignments are persuasive or critical. In these types of texts, you need to provide evidence to support your claims.

In addition to finding the right kind of evidence you need to evaluate the quality of evidence - not all pieces of evidence will be equally valuable for you to use.

Plagiarism

Plagiarism is using someone else's work as if it were your own. It is a type of academic dishonesty.

Make sure you're familiar with what is considered plagiarism and what the consequences are.

Avoiding plagiarism

To avoid plagiarism, you need to be aware of what it is, and have good writing skills and referencing knowledge. You need to be able to:

- paraphrase and summarize
- know when to quote a source and when to paraphrase it
- link information from sources with your own ideas
- correctly use referencing conventions.

Referencing

In order to avoid plagiarism, you need to acknowledge your sources through referencing.

The referencing convention you use depends on your discipline.

8. Answer the following questions for summary:

- 1) What is academic writing?
- 2) What are the main characteristics of academic writing?
- 3) What should you avoid in formal academic writing?
- 4) What types of academic writing do you know?
- 5) Why is it important to use sources in academic writing?
- 6) What distinguishes *critical writing* from *analytical writing*?
- 7) When should you use technical writing?

- 8) Why is it important to use evidence in different types of university assignments?
- 9) What is plagiarism in academic writing?
- 10) How can you avoid plagiarism in academic writing?

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