READING

Read the text, then decide if the statements are true (T), false (F) or the text does not say (DS) as in the example (0).

This Malaysian female engineer is wired to fix and install electrical appliances

Rahimah Munir, 42, is never worried whenever she has a faulty electrical appliance at home. That's because the engineer is skilled at repairing electrical items.

“I developed an interest in electrical repair work while pursuing my higher diploma in electronics engineering in Petaling Jaya. I like the idea of fixing something out of order and bringing it back to life. It’s fun to inspect, test, repair and modify electrical components to make things work, ” said Rahimah in a phone interview from Kuala Lumpur.

“Some men are surprised that I can fix electrical appliances and install a fan. I majored in electrical engineering and I’m well- versed in the subject matter encompassing devices and systems using electricity and electronics. I work as an electrical specialist at a private college in Kuala Lumpur.

But these days, she prefers to repair faulty items from the comfort of her three-bedded apartment in Balakong. One of her rooms is converted into her work studio. It is well-equipped with tools, including a soldering iron kit, multimeter and pliers of different sizes.

“My favourite tool is the digital multimeter. This is an indispensable tool for all electricians because it is used for testing and troubleshooting electrical circuits, components and devices, ” shared Rahimah, who takes precautionary measures like wearing safety glasses and rubber gloves to protect from shocks and burns.

She turns to social media platforms like YouTube, Pinterest and Instagram to learn new tricks of the trade, especially about smart TVs and other digital devices.

“Technology is changing rapidly, especially with the creation of newer smart televisions with the latest components. To keep abreast, it is important to learn new skills online, ” said Rahimah, who shares photos of her repair work at on Facebook. At weekends, Rahimah

will be busy at home working on her little projects, spending between four and eight hours on her passion.

"There's nothing more satisfying than fixing an electrical device and saving it from being discarded and thrown away into the landfill, " explained Rahimah, who charges a minimal sum for her labour.

0. *Rahimah is a professional electronics engineer.* __*T*__
1. She can always fix the electrical components of the devices. ____
2. Rahimah made this interview at a cafe in Kuala Lumpur. ____
3. She is a well-educated woman. ____
4. Rahimah is the manager of electrical specialists at a college. ____
5. She has three bedrooms in her apartment. ____
6. There is a wide range of tools in her work studio. ____
7. Rahima keeps the safety rules. ____
8. On Facebook she has her own blog about her work. ____
9. She keeps on training herself. ____
10. Rahima earns some money with her hobby. _____

WRITING

Complete the CV (Curriculum Vitae) with a heading from the list as in the example (0), then write your own CV!

Additional information	**Career history**	**Computer skills**
Education	**Languages**	**utilize**
Problem-solving skill	**~~Objective~~**	**position**

PÉTER NAGY

(0) Objective

A **(1)**_____as an electrotechnical technician where I can (2)_____ my experience for your company's growth. I have been working at Housing Ltd. for three years as an electrotechnical technician. I **(2)**_____ valuable skills that I believe make me best suited for the position of electrotechnical technician in your company.

(3) Personal Information

RECENT PHOTO

Address **10 Széchenyi Street, Nyíregyháza Hungary, 4400**
Telephone **home: +36-42/123-456**
mobile: +36-30/1234-567
Nationality **Hungarian**
Marital Status **Single**
Date of Birth **25th November 2001**
Email address **peter.nagy@technicians.com**

(4)_____

2019 - Present Electrotechnical technician, Housing Ltd. Nyíregyháza

(5)_____

2015-2018 **Wesselényi Miklós Secondary Technical and Vocational School** Nyíregyháza

Skills **(6) _____**
Detail-oriented
Troubleshooting skill
Time management
Competitive spirit
Strong leadership

(7) _____
English (CEF level B1) I have a good (8)_____ of written and spoken English. I have been studying English at a private language school for the last four years.

(9) _____ **Windows 10**
Windows XP

(10) _____
Football
Windsurfing

WRITING

COVER LETTER

Complete the cover letter with the appropriate words from the box, then write your own! There is one extra word!

language, *~~apply~~*, salary, advertised, impact, attached, opportunities, experiences, mechanic, leadership, problem-solving, approach

10 Széchenyi Street
4400 Nyíregyháza
Hungary
Mobile: +36-30/1234-567
E-mail: peter.nagy@technicians.com

Big & Strong Ltd
234 London road
Oxford
Z0B 9TS

16th July 2021

Dear Sir/Madam,

As a highly skilled electrotechnical technician I would like to (0)__***apply***__ for the post of electrotechnical technician in your company, as (1)_____ in "Daily Sun" on 15th July. Please find (2)_____ a copy of my CV.
I have two years of fixing experience as a (3)_____ at Housing Ltd. in Nyíregyháza. As an electrotechnical technician I often collaborate with other technicians and engineers to solve issues. This has given me a lot of (4) _____.

Moreover, I have a good level of written and spoken English. I have been studying English at a private (5)_____school for the last three years.

What is more, my strong (6)_____ skills make me an invaluable asset as an electrotechnical technician. I have a focused and very detail-oriented (7)_____to electrotecnical problem identification and correction.

I also possess strong (8)_____skills and have proven ability to manage and motivate a team and I believe that these qualities will make a positive impact on your organization.
Although I am enjoying my present job, I am looking out for new (9)_____ in the same field. My (10)_____ requirements are negotiable. I can be reached by phone at +36-30/1234-567 or via email at peter.nagy@technicians.com.

Yours faithfully,

Péter Nagy

SMALL TALK – JOB INTERVIEW 1. - B1

Read the interview with Paul White, then the questions related to it. Answer the questions to your partner then answer the questions about Paul.

I interviewed Paul White. He is 21 years old and lives in London. He defines himself as a reliable and hard-working man. He said he always studies hard and does his homework. He is good at computers and knows how to use Microsoft Excel. His weakness is that he is sensitive and shy. Furthermore, in the future he wants to study for a Masters degree. He plans to start her own electrotechnical business. On the other hand, he wants a job near his home. And he wants to work with friendly and responsible people. In addition, he likes to work alone because he works harder alone. His hobby is playing football. Finally, he expects a salary between Ł1.100 and Ł1300 per month.

1. Tell me about him! Describe his personality.

2. What is his strengths? Best skills?

3. What is his weakness?

4. What are his career goals? Future plans?

5. What things are most important to him in a work situation?

6. What is his hobby?

7. What salary is he expecting?

After you have answered the questions about Susan, interview a partner.

SMALL TALK – A JOB INTERVIEW 2. (B1)

A job interview

Read the removed job interview questions (a-h), then complete the dialogue as in the example (0). Finally, act it out with your partner and give your own answers according to the examples.

a. Why should I hire you? (Share your knowledge, work experience, skills related to the job, career goal)

~~b. Tell me about yourself! (Start with your name, give your place information, education in short, job experience if any, family details in short)~~

c. What are your weakness? (Sensitive, Impatient, I can't say no when someone ask for help, gets nervous when talk to strangers, I am a bit lazy about which I am not interested)

d. Why do you want to work at our company? (Tell them what you like about the company, relate it to your long-term career goals)

e. What are your strengths? (Honest, hard-working, self-motivated, persistence, flexibility, adaptability, optimistic, fast decision making)

f. Finally, do you have any questions to ask me? (Express thanks, salary structure, job timings, job location, overtime allowance, training period, transport facility)

g. What are your career goals? (Short term goal and long term goal)

h. What are your salary requirements? (Never share your salary requirements as a fresher, experienced candidates can share their expected salary, always say as per the company norms for the job)

0. Tell me about yourself! (Start with your name, give your place information, education in short, job experience if any, family details in short)

My name is Péter Nagy. I live in Nyíregyháza. I have done BSc, then MSc in Electrotechnics in Budapest. I am single.

1. _____

I am a honest, self-motivated and hard-working man with positive attitude towards my career and my life. I get on well with other people and I like working in teams, too.

2. _____

I can't say no when someone asks for help and I am a bit lazy about which I am not interested.

3. _____

My short term goal is to get a job in a reputed company where I can utilize my skills and improve my career path. My long term goal is to be in a respectable position in that organization.

4. _____

As I am a fresher, I have theoretical knowledge but I can do hard work for my organization. And I will put all my efforts for the good progress of organization. Being punctual and sincere, I can finish the work given to me on time and do my best to fulfill all the needs of the company.

5. _____

In my opinion, it is a great privilege for anyone to work in a reputed company like yours. When I read about your company I found that my skills are matching your requirements and I can showcase my technical skills to contribute to the company growth.

6. _____

Salary is not first priority for me. This is a big platform to start my career and I also want to improve my knowledge and skill and gain experience. So I expect a considerable of according salary according to my ability and your company's norms which fulfil my economical needs.

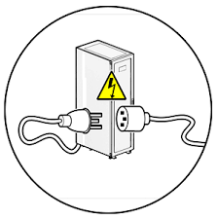
7. _____

Thank you for giving me this opportunity. I would like to know about the job timings and transport facility and what will be the job location and salary scale for this job in your organization?

SAFETY RULES – B1

Match a safety rule (1-15) with a picture (a-o)!

1. Avoid contact with energized electrical circuits.
2. Disconnect the power source before servicing or repairing electrical equipment.
3. Use only tools and equipment with non-conducting handles when working on electrical devices.
4. Never use metallic pencils or rulers, or wear rings or metal watchbands when working with electrical equipment.
5. When it is necessary to handle equipment that is plugged in, be sure hands are dry and wear nonconductive gloves, protective clothes and shoes with insulated soles.
6. If water or a chemical is spilled onto equipment, shut off power at the main switch or circuit breaker and unplug the equipment.
7. Do not store highly flammable liquids near electrical equipment.
8. Do not wear loose clothing or ties near eletrical equipment.
9. Never operate equipment that has frayed cords!
10. Report all accidents to your teacher immediately!
11. Never pull a plug out by its cord.
12. Keep work areas clean and organized.
13. Make sure to avoid shock.
14. Get first aid immediately.
15. Place all electrical cords out of the way so it isn't a tripping hazard.

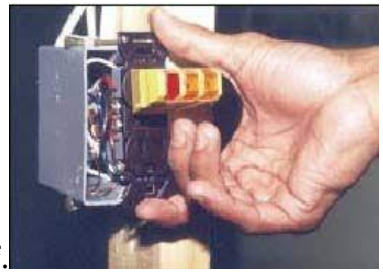
a. 

b.

c.

d.

e.

f. 

g.

h.

i.

j.

k.

l.

m.

n.

o.

Wordlist for electrotechnical technicians B1

alternating current (AC)- váltakozó áram

ampere – amper

amplify –bővít, megnagyít

analog - analóg

battery – akkumlátor

bolt-csavar

break the circuit- áramkört megszakít

burn out - kiég

buzzer - árammegszakító

capacitor –kondenzátor

cable duct- kábelcsatorna

circuit – áramkör

circuit board – áramköri lap

circuit breaker- áramköri megszakító

compound circuit- összetett áramkör

conduction -áramvezetés

conductor – áramvezető, villámhárító

convection – konvekció, villamosenergia-átvitel

current – elektromos áram

digital - digitális

direct current (DC)- egyenáram

diode – dióda

distribution board – elosztó doboz

electric charge- elektromos töltés

electric drill – elektromos fúró

electrical energy –elektromos áram

electrical engineer- villamosmérnök

electrical engineering – villamosmérnökség

electrical surge- elektromos szikra

electricity- villamos energia, villanyáram, villamosságtan

electrolysis - elektrolízis

electromagnet - elektromágnes

electronic - elektromos

energy - energia

feedback – visszajelzés

filament- biztosíték, izzószál

filament lamp- izzólámpa

first law of thermodynamics – termodinamika első törvénye

fuel cell – feltölt cellát

generator – áramfejlesztő, generátor

hammer -kalapács

induction of current – áramgerjesztés

induction coil- indukciós tekercs

input - bemenőjel

insulator - szigetelés

integrated circuit – integrált áramkör

interface – érintkező felület, adapter

main fuse box – fő biztosítékdoboz

make the circuit- zárja az áramkört

metal - fém

microchip - mikrochip

microelectronics - mikroelektronika

microprocessor – mikroprocesszor

nut - anyacsavar

ohm - ohm

Ohm's law – Ohm törvénye

output - kimenet

out of circuit- kikapcsolt, árammentes

parallel circuit – párhuzamos áramkör

photocell – fotocella, fényelektromos cella

pipe wrench- csőfogó

pincers -harapófogó

polarity – polaritás, ellentettség

printed circuit board – nyomtatott áramkör

potentiometer – feszültségosztó

pliers - harapófogó

plug-bedug

push switch-nyomókapcsoló

put in circuit- áramkörbe kapcsol

reactive circuit- reaktív áramkör

reduce the flow of electrons – csökkenti az elektronok áramlását

relay- relé, jelfogó

resistance - ellenállás

resistor – rezisztor

screwdriver-csavarhúzó

semiconductor - félvezető

sensor – érzékelő, szenzor

series circuit – soros áramkör

short circuit-rövidzárlat

slide switch- tolós kapcsoló

socket-foglalat, konnektor

solar cell - napelem

solar energy solenoid – napenergia tekercs

store energy – energiát tárol

subroutine- alprogram

supply voltage to circuit – feszültséggel látja el az áramkört

switch - villanykapcsoló

terminal – határoló, záró

thermal relay- hőkioldó

thermistor- termisztor

toolbox - szerszámosláda

transistor - tranzisztor

trip circuit- kioldó áramkör

tune-hangol

volt – volt, villamos feszültség SI egysége

voltage – elektromos feszültség

voltmeter - feszültségmérő

watt- watt

wire/cable – drót/ kábel

wrench - villáskulcs

REFERENCES AND LINKS – B1

I. WORDLIST – B1

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(Date of last download: 22nd July, 2021)

II. COVER LETTER B1

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III. READING B1

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(Date of last download: 25th July, 2021)

Links of pictures

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h. https://www.briggselectrical.com.au/wp-content/uploads/2020/07/bigstock-Close-Up-Of-Woman-Working-At-D-360941968.jpg

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l. https://www.electricdoc.com/wp-content/uploads/electric-shock-300x264.png

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V. SMALL TALK – JOB INTERVIEW 1.

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(Date of last download: 26th July, 2021)

VI. SMALL TALK – JOB INTERVIEW 2.

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(Date of last download: 26th July, 2021)