

## I. KEY TO READING

- 1, oxygen, carbon, stainless steel, glue, sand, limestone, manganese, iron, alumina, magnesia, plastic
- 2, The factory puts a variety of metals and minerals in the coating. The metals are often nickel manganese and iron. The minerals alumina, magnesia and limestone.
- 3, During welding the metals melt and the minerals protect the area from oxygen which would weaken the bond.
- 4, oxygen
- 5, most often the core is made of carbon or stainless steel.
- 6, 10 to 17.5 inches long.
- 7, It'll apply 120 tons of pressure on the slugs to shoot the powder through nozzles that 'll coat the wires as they pass through the slug's hole.
- 8, C, E, D, A, F, B

## II. KEY TO CV

### CURRICULUM VITAE

#### PERSONAL INFORMATION

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Full name: Lakatos Tamás  
Address: 10 Szív utca, Nyíregyháza, Hungary 4400  
Phone number: +36 20 111 2233  
Email address : [lakatos.tamas@gmail.com](mailto:lakatos.tamas@gmail.com)  
Nationality: Hungarian  
Date of birth: 11/ 11 / 1998

**APPLIED POSITION** : Welder

**WORK HISTORY**

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- Horváth és Társa, Nyíregyháza, supervised on-the-job training  
Duties: fabricating steel hollow sections
- Metálmester Kft. Miskolc  
Duties: welding steel structures
- Slagterra Bt. Budapest  
Duties: manufacturing prefabricated reinforced concrete

**EDUCATION AND TRAINING**

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2013-2016 *Inczédy György Technical and Vocational School, Nyíregyháza*

*Qualification: metal worker*

- ability to read blueprints
- stick, tig, mig and gas welding
- fabricate, install and disassemble steel structures
- handling and maintaining hand tools, machinery and power tools including welding equipment

**SKILLS**

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- ability to work flexible and in a team
- good communication skill
- good problem solving skill

*Languages:* Mother tongue: Hungarian

Foreign languages English B1

*IT skills:* Windows, Office, Excel

*Licences:* Category B, LO and LF fork lift truck licence, international TÜV welding certification

### III. KEY TO COVER LETTER

#### *Task 1.*

1T, 2T, 3F, 4T, 5F

#### *Task 2.*

**D,** Name Tamás Lakatos

Address 10 Szív utca, Nyíregyháza, Hungary 4400

Email lakatos.tamas@cmail.com

Phone +36 20 111 2233

Date 26/07/2021

Dear Sir/ Madam,

**G,** Your company's advertisement for a welder position caught my attention. I have enclosed my CV.

**F,** I think I am suitable for this job because I am motivated in everything and always find a way to make things work. I enjoy challenging projects.

**C,** I fabricated steel parts and installed industrial halls during my vocational training. My specialty is operating a variety of machines and equipment used to cut, bend and form the metal pieces into the shapes needed to fit together perfectly. I am good at welding, using drills, grinders and various hand tools. I am competent at reading technical drawing. Besides I speak English. Finally, I am able to work well independently and as a member of a team. I am willing to travel and work flexible. According to my master I am reliable, precise and hard-worker.

**A,** I am very interested in this opportunity and look forward to speaking with you soon.

**E,** Thank you for your time and consideration.

**B,** Yours sincerely,

Tamás Lakatos

#### **IV/1: KEY TO SMALL TALK1 - JOB INTERVIEW**

***I: Did you drive here?***

C: Yes, I did.

***I: Was it easy to find our office?***

C: Yes, it was. I have a GPS in my car.

***I: Now, let's see your CV. So you graduated this year. What qualifications do you have?***

C: I have a vocational certification. I am a qualified steelworker.

***I: Where did you study?***

C: I studied at Inczédy György Secondary Vocational School.

***I: You had practice lessons. Where did you work as a trainee?***

C: I mostly worked at Supersteel Enterprise in Nyíregyháza.

***I: Tell me about your responsibilities there!***

C: I am familiar with reading technical drawings. I fabricated steel structures for buildings. I constructed industrial halls on jobsites for example. But I assembled stairs **too. I made elements of gates, fences and protecting roofs. Furthermore I was responsible for locksmithing works like building-in a door.** Finally, we manufactured and installed garages covered with sandwich panels. We worked independently but we had great time working in a team, too. For example I prefabricated steel parts for a garage and I could use hand tools and machinery.

***I: Did you get own experience without your supervisor?***

C: Yes, it was my favourite task constructing a swing for my little sister.

***I: What is your strength?***

C: I think I am a hard-worker, very practical and have good problem-solving skill.

***I: What is your weakness?***

C: Currently, I am an entry- level worker.

***I: What is the most important thing you have learned?***

C: I think reading technical drawings and knowing welding symbols and codes precisely are key factors in this trade.

***I: How do you keep safe when you weld?***

C: I am familiar with the safety regulations. So, I always keep the surface clean. I keep flammable materials closed. I wear protective clothes like mask, goggle, leather apron, mitten and protective boots.

**I: Are there any bad habits that you have?**

C: Yes, I smoke.

**I: Are you willing to travel or relocate for work?**

C: Yes, sure. Still I am single I would like to focus on my career.

**I: What are your salary and benefits expectations?**

C: My salary expectations are in line with my experience, skills and qualifications. As an entry-level worker I would expect to receive something in the range of XXX HUF per month.

**I: Why did you choose our company?**

C: As far as I know, it is a market leader company and I am looking for a company where I not only enjoy what I am doing but I can also improve myself.

**I: What are your career goals?**

C: I would like to improve my skills and get a TÜV international certification and a fork lift truck licence.

**I: When could you start?**

C: I can be flexible if you need me.

**I: Ok. Thank you. I will call you if the post is yours.**

C: Thank you. Good bye.

**I: Good bye.**

## IV/2: KEY TO SMALL TALK2 - ORDER A WELDING MACHINE

*SA: Hello. This is Simon Maxwell speaking. How can I help you?*

C : Hello. It's Tamás Lakatos. I would like to buy a welding machine.

*SA: Are you a qualified welder?*

C: Yes, I am.

*SA: Alright. What kind of machine would you like?*

*C : I need a high quality stick welder, please.*

*SA: Well, we have Fubag, BlueWeld and Eurolux. BlueWeld is an Italian machine but the others are German. Fubag is the best on the market so it is the most expensive.*

*C: I have worked with Eurolux so far. It was perfect.*

*SA.: Ok. Would you like a new one or a second-hand?*

*C: Hm. Is there a guarantee on second-hand machines?*

*SA: Yes, of course. The product has a two-year guarantee.*

*C: OK. I'll buy it.*

*SA.: Do you choose home delivery or pick-up service?*

*C: Home delivery, please.*

*SA.: Are you in our database?*

*C.: Yes, I am a regular customer. Can I pay when delivered?*

*SA: Yes, of course. You can pay in cash or by credit card.*

*C: How long does it take to deliver?*

*SA. I think we can deliver it tomorrow afternoon. Is it good for you?*

*C.: Excellent. Thank you.*

*SA.: Thank you for your order! Good bye!*

*C: Good bye!*

## V. KEY TO OCCUPATIONAL SAFETY

### Task 1.

- 1, You must follow the safety rules!
- 2, You have to wear dry protective clothes!
- 3, Keep flammable materials in closed containers!
- 4, Always inspect the electrode / welding machine for damage!
- 5, Be sure that the ventilation is working!
- 6, You have to keep a fire extinguisher in the workshop!
- 7, Use fire resistant materials!
- 8, Keep your head out of the fumes!
- 9, Clean the workshop / field of work!
- 10, You mustn't smoke!

### Task 2.

1A, 2B, 3G, 4C, 5D, 6F, 7E, 8H

### Task 3

1B, 2E, 3D, 4A, 5C