

Бинарный урок
English (Professional) – Information Technology (Professional)
иностраный язык в профессиональной деятельности – информационные
технологии в профессиональной деятельности
преподавателей
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Preparing a Russian-English Resume using MS Word tools
Подготовка двуязычного резюме с помощью инструментов MS WORD

1. Организационный момент. Приветствия

Good morning, dear students and guests at our binary lesson!
I'd like to welcome you all here. Thank you for coming.

2. Постановка темы и целей урока:

- Изучить принцип составления двуязычного резюме с помощью инструментов MS WORD, применяя на практике знания профессионального лексического материала.

Will start our lesson.
Today we will have an unusual lesson.
We are at the Information classroom.
You have already learned a lot of about MS

Today we are going to build a **Resume**.

At first, you will make a Resume form, using tools of MS WORD. Then you will complete your Resume in Russian.

After that, we will have a rest. These will be some exercises for eyes, using stereo images.
Secondary you will make a Resume form in English and fill in your personal information in English.

Information technology teacher, Inna Alexandrovna, will help us. She'll tell you some interesting & usefull things about how to make a Resume form.

... What date is it today?
Now I mark who is in, who is out

Now, we will remember main buttons & where they are located in a keyboard

Shift - сдвиг последовательное перемещение разрядов регистра

Delete [dɪ'li:t] удалять

Insert ['ɪnsɜ:t] вставка; включение; вставлять

Enter ['entə] вводит

Caps Lock - клавиша фиксации прописных букв

Escape [ɪs'keɪp] 1) переход (например, в новый режим)

2) выход (например, из программы)

3) отключаться

3. Русскоязычная часть преподавателя информационных технологий Одарюк И.А.

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4. Relaxing break for your eyes.

I see that you are tired.

Look at these stereo cards and find a picture or a figure in them. As you know when you look in these pictures, our eyes are relaxing. It is useful for our eyesight.

5. Англоязычная часть преподавателя иностранного языка Францевой Я.Г.

Now let's continue our work.

The third part of our lesson is as interesting as the first and the second.

These exercises and audio activities at the third part to reinforce the new material.

6. Повторяем тематическую лексику: English – Russian and vice versa

At first, let's remember the professional collocations from previous lessons

WORDLIST RESUME

.....

Imagine that we are job applicants.

7. Task for you. Build a Resume form in English.

The previous table helps you. Change your data in the first column.

I give you 5 min. Is it clear?

- Check your task. Finish your work.

So, let's see what you've written in your form. Read, please.

Now let's continue to use the new words.

8. Task for you. Translate your personal information from Russian into English.

Work in the second column. I give you 5 min.

- Check your task. Let us stop here. Read, please.

- Send your Resume me on my e-mail: ...

But I will check your resumes & then everybody will become mark

9. Video <https://dzen.ru/video/watch/684b527f6de87e334d96f5ba>

- Task after Video

- What kind of interview could you listen? (the Job interview)
- What open position did the applicant apply for? (a marketing assistant)
- What is the applicant background in? (ran the TikTok accounts, connecting with people)

10. Summarize. Finally, we'll summaries briefly.

- Is this knowledge useful or interesting for you?
- Do you like the binary lesson or not?

At home:

Wordlist Resume

Send your Resume me on my e-mail: ...

That is all for today.

Our lesson is coming to the end.

You have worked hard today.

Some of you become good marks

The lesson is over. See you later. Have a nice day.