

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ
ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ
ИНКЛЮЗИВНОГО ВЫСШЕГО ОБРАЗОВАНИЯ

**МОСКОВСКИЙ ГОСУДАРСТВЕННЫЙ
ГУМАНИТАРНО-ЭКОНОМИЧЕСКИЙ УНИВЕРСИТЕТ**

Утверждено на заседании кафедры романо-германских языков
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Зав. кафедрой

Казиахмедова. С.Х.

Задания к зачету с оценкой

Направление подготовки: 38.03.02 «Менеджмент»
Дисциплина: «Иностранный язык в профессиональной сфере»
Группа ЗБМ 0417, 4 курс, сессия 2

I. Dwell upon one of the topics:

1. Starting your business.
2. Marketing.
3. Market research.
4. Planning.

II. Read the text and give a summary.

DEVELOPING EMPLOYEES (a sample text)

Even people with working experience need to adjust to new jobs. To develop as employees they need to be oriented, trained, and evaluated. Human resources staff members assist in developing employees.

Orientation is the process of helping new employees adjust to a company. New hires are usually taken on a tour of the building and introduced to all types of activities or get a manual that offers information on matters such as the company's organization, procedures and safety rules.

On-the-job training involves learning a new job by actually doing it. Group training involves teaching several employees in a class. Job rotation moves employees to different tasks or departments to help them gain experience.

Soft skills refer to personality traits and personal abilities such as social skills, language skills, personal habits, and friendliness. Soft skills complement hard skills which are the technical requirements of a job.

Employees are evaluated periodically. The evaluation might consist of an employee and his/her manager discussing the employee's strengths and weaknesses.