

ГУМАНІТАРНИЙ ФАКУЛЬТЕТ

Кафедра «Іноземні мови»

МЕТОДИЧНІ ВКАЗІВКИ

**до розмовної теми
“My speciality – Railway Traffic Operation”
з розвитку навичок професійного спілкування
для студентів 2 курсу факультету УПП**

(англійська мова)

Харків 2010

Методичні вказівки розглянуто та рекомендовано до друку на засіданні кафедри «Іноземні мови» 28 січня 2009 р., протокол № 6.

Видання підготовлено відповідно до програми навчальної дисципліни і є складовою частиною навчально-методичного комплексу дисципліни „Англійська мова”.

Методичні вказівки містять діалоги, що відображають ситуації професійного спілкування, та тексти, що послідовно знайомлять з реструктуризацією Укрзалізниці у контексті європейської інтеграції, створення міжнародних транспортних коридорів, виникнення нових форм та методів експлуатаційної роботи з вантажних міжнародних перевезень. Система вправ забезпечує набуття міцних навичок у всіх видах мовної діяльності, формує вміння обговорити з колегами актуальні питання і висловити власну думку, скласти резюме і вести ділову документацію. Методичні вказівки вміщують також ряд вправ творчого характеру, які моделюють різні ситуації професійної діяльності спеціаліста у галузі управління перевезень.

Рекомендуються для студентів 2 курсу факультету УПП.

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**УКРАЇНСЬКА ДЕРЖАВНА АКАДЕМІЯ
ЗАЛІЗНИЧНОГО ТРАНСПОРТУ**

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Укладач:
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Discussion point

Exercise 1

1) *Try to explain the choice of your speciality.*

What do you want to be? Why? How did you decide what to be?

- Was it always your ambition to do this?
- What do you have to do to get this job?
- Are you well-suited to your job? Why do you think so?
- What position would you like to get? Do you want to be an executive of a big company?
- Do you believe the future belongs to railways (rail operation engineers)?
- Can you work under pressure?

2) *Which of the following are important to you in a job? Describe your dream job.*

Long holidays, friendly colleagues, travelling time, competitive salary, pleasant working environment, regular bonus, good pension, prestigious company, opportunity for promotion, flexible hours, foreign travel, other perks (e.g. company car).

Exercise 2

Work in pairs. Make up questions with the given words and answer them.

- 1 Where (study, do, you)?
- 2 When (the Academy, was, founded)?
- 3 Why (you, choose, did, faculty, this)?
- 4 What subjects (do, study, students, senior, our, faculty, of)?
- 5 Which (subject, is, interesting, most, the, to, you)?
- 6 How many (are, faculties, there, our, in, Academy)?
- 7 What (does, specialists, train, Economics, faculty, Transport)?
- 8 When (enter, did, the, you, Academy)?

- 9 When (will, Academy, the, graduate, you, from)?
- 10 Where (the, graduates, work, do, our, Academy, of)?
- 11 Which (is, profession, demand, in, great, in, market, labour)?

Exercise 3

a) *Write a list of general educational and special subjects delivered to junior and senior students of your faculty.*

- 1) Any future engineer must get knowledge in such general educational subjects as ...
- 2) Senior students of our faculty are delivered special courses in...

b) *Make up a list of credit tests , course papers and exams during your first and second years.*

c) *Complete the sentences and explain your choice.*

To my mind, the most interesting subject is ..., because ...
 I am very good at ..., that's why my favourite subjects are ...
 I don't like ... , and I find ... a very boring (dull) subject.

Exercise 4

a) *Look at the jobs below and discuss the questions.*

| | | | |
|------------|---------------|----------------|-------------|
| nurse | rail engineer | shop assistant | cook |
| politician | teacher | police officer | book-keeper |
| lawyer | TV presenter | sales manager | journalist |
| model | professional | locomotive | computer |
| | footballer | driver | operator |

- 1) How important/useful do you think they are?
- 2) How much status do these jobs have in our country/abroad?
- 3) Approximately how much are people paid for these jobs in our country?
- 4) Do you think they should be paid more or less money? Why?
- 5) Which of the jobs would you like (hate) to do? Why?

b) Read the stories of four people discussing their jobs. Match each story to a job from the table above.

1

Well, the hours are very long and I have to work shifts, but I like my colleagues and I enjoy the variety of the work. You know, every day is different. I suppose the main reason I like the job is the contact with the patients. I like to feel I'm helping people, so that makes the job very rewarding. It's certainly not the pay – that's terrible.

2

I really enjoy my job, although there can be a lot of routine paperwork and I have to attend a lot of meetings. Preparing cases takes up a lot of my time, and can be very challenging. The best parts of the job are meeting clients and going to court. I work for a big international firm so there are good opportunities for promotion and I get to travel quite a lot, which is nice.-

3

What I particularly like is that it's a very flexible job. I can work from home some of the time. I find it exiting, meeting and interviewing different people. It's also very satisfying when you finish a long article and it's published. I've got a book coming out next year as well. One thing about working on a monthly magazine is that I have a lot of tight deadlines. That makes the job very stressful.

4

Some parts of the job are not very interesting, like filling shelves. Also, changing the window displays gets a bit repetitive. Really, it's dealing with people I like, on the phone and face to face. My boss is a lovely person but he's so badly organized. He usually gets me to deal with problem customers who want refunds, that kind of thing. Some people think I'm workaholic, and it's true I do a lot of overtime, But I like to do a job well and I'm proud of my work. It's a big chain so I hope I'll

become assistant manager next year if I move to another branch.

c) Add the missing letters to the adjectives describing the jobs.

r _ w _ rd _ ng str _ ssf _ l s _ t _ sfy _ ng
ch _ ll _ ng _ ng b _ r _ ng _ xc _ t _ ng
gl _ m _ r _ _ s r _ p _ t _ t _ v _ fl _ x _ bl _

Exercise 5

The words below are all to do with your speciality. Try to memorize them.

Operation engineer
station and junction
designing

інженер-експлуатаційник
проектування залізничних
станцій та вузлів

customs control
to govern
maintenance
the main objective
forwarding process
to ensure
to deal with
senior students
make up trains
break up consists
handle traffic (freight)

митний контроль
керувати
експлуатація, ремонт
головна мета
процес перевезень
забезпечувати
мати справу з
студенти старших курсів
формувати состави
розпускати состави
здійснювати перевезення
(транспортувати вантажі)

hump
according to
destination
reception
keep record
departure
to compile a time-table
to take into account

гірка
відповідно, згідно з
пункт призначення
приймання
вести документацію
відправлення
складати розклад
брати до уваги

| | |
|-----------------------------------|--------------------------------------|
| marshalling (classification) yard | сортувальна станція |
| to relay information | передавати інформацію |
| Centralized Traffic Control | система диспетчерської централізації |
| remote operation | дистанційне управління |
| to adjust (adopt) | приспосовувати |
| to book tickets | замовляти квитки |
| wagon stock | вагонна група |
| to process data | обробляти дані |
| to compete | конкурувати |
| compatibility | сумісність |
| to be in great demand | мати великий попит |
| shunting operations | маневрові операції |
| junction dispatcher | диспетчер вузлової станції |
| operating costs | експлуатаційні витрати |
| transportation charging | транспортні витрати |

Exercise 6

Find synonyms and give their Ukrainian equivalents.

Sphere, remote, to make up, aim, division, to ensure, to include, sorting station, goods, to control, trained, information, customer, to provide, operation, charge, cost, to relay, to comprise, field, forwarding, objective, operation, department, qualified, user, freight, to compile, schedule, to govern, marshalling yard, wagon stock, data, time-table, car fleet, distant, to transmit, transporting, maintenance.

My Speciality

Hello, I'd like to introduce myself and the Academy I study at. I am a second-year student of the Ukrainian State Academy of Railway Transport. I am proud of my Academy because it has long history and rich traditions. Nowadays the Academy counts five faculties and offers training in about twenty specialities. It is the leading higher educational establishment

which trains transport engineers for one of the most important branches of Ukraine's national economy.

I've chosen the railway operation and management faculty. Founded in 1930, it is of the same age with the academy. Students of our faculty can specialize in the field of traffic control, commercial railway operation and management, international traffic operation, customs control, railway station and junction designing. I'll be an operation engineer in the field of international traffic operation. To my mind, it is one of the most interesting, useful and prestigious professions because railway transport plays a vital role in modern economies all over the world.

Modern railroad is a huge and complex system. To successfully govern and manage it, Ukraine needs a lot of qualified transport operators. The operating business comprises all the problems connected with the safe and efficient operation of trains, whether passenger or freight. The main objective of traffic control is to ensure a stable forwarding process at all stages, including stations, freight terminals, marshalling yards, signal and control centres, etc.

Any future engineer must get knowledge in general education and general engineering subjects such as foreign languages, theoretical mechanics, physics. Besides, senior students of our faculty are delivered special courses in organization of train movement, stations and junctions, rolling stock and designing of railways, mechanization and automation of loading and unloading works, organization of freight and commercial work, transport law, etc.

The sphere of activity of operation engineers is rather broad. The graduates of our department deal with a great variety of operations, among them: making up of trains and breaking up of consists, handling of freight, shunting operations at humps, preparations of train consists for departure and reception, organization of marshalling yard work, keeping record of all the operational data.

Compiling a time-table is one of the most complicated jobs in the operating business. Dispatches have to take into account

a lot of things, exactly, summer or winter service, weekday or weekend schedules, express or slow commuter trains, regular or extra service, freight or passenger trains, etc.

The operation business also includes management of marshalling yard work. In classification yards loaded freight cars from all the country are sorted according to their final classification, and then joined to others to form a new train. Modern yards use computers and Automatic Car Identification system (ACI) to speed up the process of car classification. Electronic scanners read colour-coded identification labels on incoming cars and relay the information to yard computers that assign the cars to the proper track. Scanners do it three times faster than any car dispatcher.

Automation has become an important factor in railroad operation. An impressive example is Centralized Traffic Control, a system in which trains are controlled from a central point through remote operation of switches and signals. The operator sees each train on a large control panel and directs traffic on hundreds of miles of railroad track. From the terminal the operator pushes a button or moves a lever, actuating switches and signals miles away.

The most recent systems of automatic traffic operation do not need a wall-mounted train location panel; they display a graphic real-time diagram of the operating status of a train on a computer screen. The schedule diagram can be changed with a click of a mouse, which automatically adjusts the operations of all trains. Under fully automatic operation the dispatcher needs exercise manual control only in unusual situations, all train movements being set by electronic machines. Thus, due to computer technologies, high speed trains and their operation become more and more "intelligent".

New developments in information technologies and the Internet have changed the world and the way of presenting passenger information. Electronic smart card ticketing and booking tickets on the Internet have become a regular thing for passengers.

Automated control systems are used for collecting, transmitting and processing data on goods traffic management, rolling stock data, for recording rolling stock data, the consist and position of trains, for monitoring wagon stocks in marshalling yards and other calculations. High technologies greatly contribute to the safety and efficiency, which are the priorities in traffic operation.

One of the most important tasks for the modern railway is to bring it into line with unified European and world operation standards and practices to compete effectively with other modes of transport. Railway interoperability is the necessity in the modern world which is often called "a global village". For the railways this means ensuring the technical compatibility of equipment, signaling and operation systems within, first of all, the European Union. Ukraine is a transit country on the cross-roads between Europe and Asia and an important part of international transport corridors running through its territory. So the country will also have to "europeanise" and adapt its infrastructure to the demands of global transportation market.

The graduates of our faculty are in great demand in the increasingly competitive labour market. In the field of train movement control they work as shunting and section dispatchers, chief locomotive dispatchers, wagon duty dispatches. They also work in the field of passenger traffic as station masters or chiefs of division departments or superintendents of different services as well. There is also such sphere of activity for operation engineer as freight traffic and commercial services. Commercial directors are responsible for the business policy, transportation charging and operating costs according to the category of traffic.

Exercise 7

Work in pairs. Ask your student-mate:

1) what faculty he studies at; 2) what speciality he's chosen and why; 3) what aspects the operation business comprises; 4) what specialities his faculty offers; 5) what special courses the senior students are delivered; 6) what engineering problems operation engineers deal with; 7) where computers find wide application and why they make the work of railwaymen easier; 8) what other technological achievements are adopted on Ukrainian railways; 9) what position the operation engineer can take in the field of organisation of train movement; 10) what his position may be in the field of passenger traffic or freight traffic service; 11) what commercial directors are responsible for; 12) why railway interoperability has become a necessity in the modern world; 13) if our graduates are in great demand on the labour market.

Give full answers to the questions.

Exercise 8

Complete the following sentences.

- 1 I study at...
- 2 I specialize in ...
- 3 ...faculty is one of the oldest in our Academy.
- 4 Our faculty offers training in the following specialities....
- 5 There are ... faculties in our Academy which train specialists in ... specialities.
- 6 Operation engineers deal with ...
- 7 The main objective of the operation business is ...
- 8 Senior students are delivered special courses on ...
- 9 Modern classification yards use ...
- 10 The sphere of activity of operation engineer is...
- 11 The graduates of our faculty work in the field of...
- 12 Railway interoperability means ...
- 13 High technologies contribute to ...
- 14 I've chosen this speciality because ...
- 15 The most recent innovations for passengers are...
- 16 Centralized Traffic Control is ...
- 17 I'm proud of my Academy because ...

18 It is important to “europeanise“ our railway and its infrastructure because ...

Exercise 9

Imagine that you are a lecturer of a special department. You are to deliver an introductory lecture on different aspects of traffic operation work. Make up short theses of the lecture. Present them to the listeners.

Exercise 10

Communication activity

Look through the following conversational formulas and try to memorize them. Practise these expressions in your own flashes of conversation.

- How've you been? (How are you?)
- For all I know
- I'll be in touch
- Excuse my curiosity
- It depends
- By the way
- Any time you like
- So nice to see you
- It's been a long time (Haven't seen you for ages)

Now role play the following dialogue. Two friends (the former student of the Academy, now - an operation engineer and a fifth-year student of the Operation and Management faculty) meet quite accidentally in a cafe.

Maxim (Max): Why, Oleg! So nice to see you. It's been a long time.

Oleg: Hi, Max! Haven't seen you for ages. How've you been?

Max: Just fine. And how are things with you? For all I know, you graduated last year, didn't you?

Oleg: Right. Now I work at Osnova marshalling yard.

Max: Really ? Do tell me more about it! What's your position there?

Oleg: I'm just a beginner, you know. Work as a trainee shunting dispatcher for the time being.

Max: And how do you like your job there? What do you deal with?

Oleg: Well, well, so many questions at once!

Max: Excuse my curiosity. I am graduating this year, so it's time to look for a job. I am interested in opportunities.

Oleg: I see. Actually, there are a lot of things in my responsibility, such as making up of trains and breaking up of consists; shunting operations at hump, reception and departure of trains.

Max: How long does your working day last?

Oleg: It depends. I begin to work at eight sharp and at 5 p.m. my working day is over. But sometimes there is urgent work to do and we stay overtime.

Max: Do you often go on business trips?

Oleg: Rather. Our employees go to various cities and towns in this country and abroad.

Max: Have you been abroad already?

Oleg: Not yet. But there's a chance to go on a business trip soon. We are going to share experience and learn new technologies in operation business. By the way, how's your English?

Max: Not bad. And why?

Oleg: I really need some business English. What I mean is just practising the language in real situations. Could you help me a bit with conversational English?

Max: Sure. Any time you like.

Oleg: Thanks a lot. I'll be in touch.

Exercise 11

Make up your own dialogues based on the one above. For ideas:

1 You and your group-mate are the graduates of the Kharkov Academy of Railway Transport. You meet by chance after a year and discuss your life and job.

Don't forget to ask each other: a) where you work; b) what your position is; c) whether you like your job; d) how long you work there; e) how long your working day lasts; f) what you deal

with; g) what you are responsible for; h) whether you go on business trips.

2 A representative of Osnova marshalling yard comes to the Academy to invite the graduates and offer them different jobs. Ask him as many questions as you only can about your future work.

Exercise 12

Look through the text analyzing one of the most important aspects of operation work.

MARSHALLING YARDS

A freight train usually consists of cars moving to a number of different destinations. Somewhere along the route, the cars must be sorted out and transferred to the trains going to the proper terminals. This is done in classification or marshalling yards.

Most large classification yards have a hump, over which the cars are pushed. All wagons are fitted with automatic coupling and uncoupling, and uncoupling takes place on the approach side of the hump. Then cars are routed into a classification track corresponding to the destination and formed into batches. These batches are on-dispatched by trains, and each train can pick up one or several batches. The humping speed of a car is controlled both by the retarders and automatically by an electronic computer which takes into account such factors as weight, speed, rolling friction of a car, the size of the cuts. The average size of a wagon cut is six four-axle wagons

The layout and equipment of the marshalling yard should have as its chief aim the rapid manipulation of wagons. The ideal layout comprises three groups of sidings for reception, sorting and departure respectively. The locomotive depots, repair shops and other facilities should be placed in the central position of the yard. The modern electronic yard is usually equipped with a local radio network, telephone, teleprinter and pneumatic tube communication circuits. Television is used to

scan trains entering or leaving the yard. In a modern hump yard it is usual to classify a train and have the cars moving in outbound trains in less than two hours.

Exercise 13

Translate the following word combinations with the common element "train".

Departure *train* consists, extra *train*, split-up *train*, non-scheduled *train*, *train* service, commuter *train*, centralized *train* control system, *train* arrival, *train* repair depot, *train* transfer operations, the *train* data storage file, *train* monitoring, *train* crew, national long-distance *train*, *train* movement monitoring.

Exercise 14

Work in pairs. Agree or disagree with the following statements. Use the conversational formulas below. To be more convincing, give some additional information from the text above.

- | | |
|------------------------------------|-------------------------------------|
| • <i>Yes, you are quite right.</i> | <i>Are you sure that's right?</i> |
| • <i>Yes, it's true.</i> | <i>Well, let me see.</i> |
| • <i>I agree with you here.</i> | <i>I'm afraid you are mistaken.</i> |
| • <i>Do you really think so?</i> | <i>I can't agree with you here.</i> |

- 1 The cars which roll down the hump by gravity are routed into the main line.
- 2 Flat and gravitation yards are the most advanced types of marshalling yards.
- 3 The car speed is controlled by means of retarders.
- 4 Humping speed can be controlled only by means of mechanical devices.
- 5 The ideal layout of a marshalling yard comprises two groups of sidings.
- 6 A train is usually classified for 5-6 hours.
- 7 Uncoupling takes place on the approach side of the hump.
- 8 The average size of a wagon cut is six four-axle wagons.

Exercise 15

Imagine that you are an operation engineer from Great Britain. You are interested in marshalling yard work here. Prepare 5-6 questions to ask Ukrainian colleagues about the layout, operational procedure and switching operations at the hump and yard.

Exercise 16

Role play the following dialogue. A group of probation students from the Ukrainian Academy of Railway Transport under the supervision of their tutor come to the Traffic Control Centre of the Kharkov railway terminus.

At the Centralized Traffic Control Centre

Tutor: Let me introduce to you the chief dispatcher of the Kharkov Traffic Control Centre Ivan Petrovitch Syomin.

Syomin: How do you do! I'm very glad to meet you all. Welcome to our centre! I hope that soon you will come to us as operation engineers.

Tutor: Thank you for the invitation. Could you kindly acquaint us with some aspects of operation business? Some words about the centre and its objectives, if you please.

Syomin: Actually, the main objective of Centralized Traffic Control Centre is to ensure a rhythmical and stable forwarding process at all stages, to reduce any possible wasting of through-put capacities of lines and handling capacities of yards. To control a densely occupied area is possible only with the help of CTC. As we are short of time, I suggest that you ask questions concerning more specific information.

St.Ivanov: I'd like to ask you about this control panel. What is it used for?

Syomin: The control and supervisory panel gives a visible indication of trains in service and of trains available in sidings at the various stations. It also shows the

occupation of lines and station trains, and displays the train numbers on approaches to junctions.

St Grin: How does the centre communicate with the trains?

Syomin: Our office receives information through the trackside equipment indicating the exact position and numbers of trains. Time-table information on departure times and destinations is taken by the central control equipment from a storage register.

St. Shakhray: Who is responsible for the compiling of a time-table? As we know, it is one of the most complicated jobs in operation business.

Syomin: It surely is. There is a special office and staff of dispatchers responsible for this job. Many factors have to be taken into account. As you probably know, railways make different time-tables for the summer and winter service. Weekday time-table is not the same as that of Saturday and Sunday. Besides, one shouldn't forget that express trains and slow local trains have to run on the same tracks. And it is these tracks which are also used by freight trains whether they are slow or fast, diesel-powered or electrical.

St Grechko: To come back to the control panel. Is it possible to interrupt the automatic operation?

Syomin: Yes, of course. In case of emergency, all traffic can be controlled manually. When trains run out of schedule, for example, the operator can change the program and use additional trains or change their succession. Have you got any more questions?

Tutor: Thank you very much, Ivan Petrovitch, for very interesting information. If you don't mind, we'll continue our brief excursion and get acquainted with some other services.

Exercise 17

Tell your friend about your practice and yesterday's visit to the CTC. Change the sentences in direct speech into indirect speech as in the table.

| | |
|--------------------------------------|--|
| “Do you work hard?” she said to him. | <i>She asked him <u>if</u> he worked hard.</i> |
| He asked me, “Where can I put it?” | <i>He asked me where he could put it.</i> |
| “I work hard”, he said. | <i>He said (that) he worked hard.</i> |
| “I will work hard”, he said. | <i>He said (that) he would work hard.</i> |
| "Let's play football," he said. | <i>He suggested playing football.</i> |
| “Work harder!” she said to him. | <i>She told him to work harder.</i> |

Exercise 18

Now work in pairs, please. You should match the definition with the appropriate term below.. Begin your question and answer as it is suggested in the model.

Student A: What do we call the stations for receiving, classifying and sorting out the trains?

Student B: We call them marshalling yards or classification stations.

1) a railway section operated like a small railway; 2) a printed schedule of regular trains; 3) a train used to carry freight; 4) a list of times at which the regular trains arrive at or leave a station; 5) a train which is not scheduled in the time-table; 6) a radio device used to give information on the arrival and departure of trains; 7) a scheduled train; 8) devices by means of which locomotive drivers can communicate with the nearest station or other trains on the route; 9) a slow train which stops at each station; 10) the technical aids which provide the safe and efficient operation of trains; 11) trains with a long run; 12) an individual radio device used by car inspectors; 13) electric or

electro-pneumatic clamps that grip the wheels of the car as it passes over them; 14) the place over which the cars are pushed; 15) the sidings where uncoupling takes place; 16) the place where damaged cars are repaired; 17) a group of wagons on-dispatched in the same direction.

Answers:

a) reception siding; b) long-distance train; c) retarders; d) transmitters and receivers; e) walkie-talkie; f) hump; g) radio; h) time-table; i) railway division; j) extra train; k) loud speaker; l) repair shop; m) train schedule; n) goods train; o) local (commuter) train; p) regular train; q) cut.

Exercise 19

Here is a list of words and expressions connected with work. Use your dictionary and divide them into the following categories:

- *departments in a company;*
- *hours of work;*
- *money;*
- *losing a job;*
- *applying for a job;*
- *adjectives describing different jobs.*

Sales, a 9 to 5 job, personnel, accounts, references, a salary, advertising, out of work, rate of unemployment, to go for an interview, a wage, to get a bonus, manual, to make someone redundant, to do overtime, a 7% pay rise, an hourly rate, mundane, to earn \$10 p.a., skilled, to sack an employee, to work in shifts, to work flexi time, challenging, to get a commission, to fill in an application form, to get a promotion, flexible, benefit package.

Exercise 20

Applying for a job

Time flies, and one day you will have to seek for the job. Here you'll learn how to write a letter of job application (*Cover Letter*) and curriculum vitae (*CV*) = *resume* (American version), a short written account of your education and past employment.

a) *Yesterday your friend and you read the following advertisement in the newspaper "Kyev Post".*

Book-keeper

A well-established British company requires a book-keeper/secretary, preferably with previous experience, for their new office in Kiev.

The book-keeper/secretary must be bilingual in Russian and English and experienced in computer science.

Competitive salary with a challenge to grow.

Enclose your CV and references and write to the Personnel Manager, RBM company, 47 Pushkin Avenue, Kiev, Ukraine.

b) *Both of you got very much interested. Read the letter of application by your friend.*

Pavlo Ignatenko
38, Petrovskogo st., Kharkiv
Ukraine
12th April 2009

Personnel Manager
RBM Company
47 Pushkin Avenue
Kyev, Ukraine

Dear Sir,

I would like to apply for the position of a book-keeper/secretary which you advertised in yesterday's "Kyev Post".

I have recently graduated from the Ukrainian State

Academy of Railway Transport with MA degree in Economics. For the past two years I have been bookkeeping at my father's firm. I can offer a variety of skills from practical to clerical, any position would suit me at present.

I speak good English and feel that I am qualified to fill your position. I am adaptable, reliable and willing to retrain.

If there is a position available now, I can be contacted on (telephone No) and would be more than willing to come down for an interview.

Yours faithfully,
Ignatenko P.

c) Look through CV enclosed with the letter.

CV (Resumé)

| | |
|---|---|
| NAME/SURNAME | Pavlo Ignatenko |
| AGE | 14 October, 1981 |
| MARITAL STATUS | Single |
| CONTACT TELEPHONE | (057) 3721159 |
| LANGUAGES | English (fluent) – translating, interpreting and negotiating skills, German (basic) |
| EDUCATION 2004 – 2005 1999 - 2005 | Master's course in Economics Ukrainian State Academy of Railway Transport, Economics of Transport faculty |
| COURSES AND PROFESSIONAL TRAINING | 2000 - Typing and computer courses 2001- 2002 Interpreting courses |
| WORK EXPERIENCE | 2003 -2004 - “Garant“ insurance company Office assistant, translator/interpreter 2004 – 2006 - “Karavan“supermarket Sales manager |

| | |
|----------------------------|---|
| | 2006-present – “Forum“ bank Accountant |
| SALARY | \$400 per month including lunch |
| COMPUTER SKILLS | Word for Windows, EXCEL, Norton Commander |
| PREVIOUS EXPERIENCE | 1. Oral and written translation 2. Meeting and negotiating arrangements 3. Business letters and contract making 4. Working with clients, marketing experience |
| INTERPERSONAL QUALITIES | Good communication skills, energetic, well-organized, flexible, friendly, honest, responsible , intelligent |

Exercise 21

a) *Read the job advertisement in the newspaper column CLASSIFIED concerning a vacant position of a rail operation engineer for an international forwarding company.*

“Intrans“ freight forwarding company is seeking a qualified traffic engineer to join its team of customs control experts at its Kharkiv headquarters. The candidate selected will supervise freight delivery, be in charge of customs control procedures, provide transport services to national and international rail customers.

The qualified candidate must possess a minimum of five years' experience in rail traffic operation with emphasis on field experience. A Bachelor of science degree in railway engineering is required, and a Master's degree is preferred, as is experience in freight forwarding. Other requirements include:

- excellent English
- knowledge of the Ukrainian and Western transport documents
- proper computer skills
- ability to work independently.

The company offers a competitive starting salary and a full-fringe benefit package.

Please send resume in confidence to: F.Cook, Personnel Department, “Intrans“ freight forwarding company, 14 Petrovskogo st., Kharkiv.

b) Do you stand a good chance? If you feel like applying for a job, write a letter asking for an interview and send your resume. Describe yourself like a product on sale: list your skills and personal qualities like high motivation, enthusiasm and adaptability. Flattery is important, so explain why it's the only firm you want to work for.

Exercise 22

Read the text. Then scan it again to find answers to the questions below.

Ukrainian Railways - Transport Arteries of International Trade between Europe and Asia

Rail networks worldwide have to cope with similar challenges: adapting their infrastructure, often outdated, to the demands of global transportation market; introducing promising rail technologies and more efficient management practices. Many countries including Ukraine will have to fulfil radical reforms. These are the crucial directions of rail transport development for the coming decades:

- super high-speed trains and routes;
- global transport corridors designed for transit hauls;
- interoperability ensuring end-to-end international transport services without local boundaries;
- innovative electronics and software for intelligent railroading.

The crucial direction of Ukrainian railway development is setting up the national net of international transport corridors (ITC) designed for transit freight, creation of logistics centers and wide implementation of modern technologies providing for ITC efficient functioning.

Ukraine as a transit country occupies an advantageous position to open up Euro-Asian markets. Three "Crete" corridors (III, V and IX) and four OSJD corridors (№3, 5 and 9) go through the territory of Ukraine. Cooperation with "Crete" corridor VII is realized through Ukrainian ports Izmil and Reni on the Danube

river. The Ukrainian section of 627km from Lviv to Kiev belongs to Corridor 3, starting from Berlin via Poland.

Transportation along TRACECA corridor (Europe–Caucasus –Asia) has increased involving ferry crossing Illichevsk-Poti/Batumi, Illichevsk-Varna. Organization of goods transportation in containers is well underway along the Eurasian transport corridor (China-Kazakhstan-Russia-Ukraine-EU countries).

Since October 2004 direct international rail-ferry transportation Crimea-Caucasus through Kerch and Feodosiya sea trade ports has been renovated to attract more transit freight flows and improve passenger service.

To develop and upgrade ITC network, “The program for creation and functioning of the national net of international transport corridors in Ukraine” was adopted. The general extension of railway ITCs passing through the territory of Ukraine is 3162km, expanded -6080km. It comprises mainly double track (92.3%), electrified (95.6%) and equipped with auto blocking system (90%) lines with high carrying capacity. The technical condition of rail infrastructure enables to operate passenger trains at 140km/h and freight trains – at 100km/h.

Ukrainian railways have to regularly upgrade border crossing operation of trains according to international standards. Automatic axle width shift system SUW-2000 was put into operation at Mostyska II station. It reduces the time needed to change 1520mm broad gauge into 1435mm European gauge from two hours to 30 minutes.

In order to harmonize the national legislature with the EU standards, Ukraine undertook steps to join the International Convention for International Carriage by Rail (KOTIF). It allows to transport freight from Poland, Hungary, Slovakia and Romania through the territory of Ukraine with single consignment note when documents are not verified at the border crossing .

Two thirds of international freight volumes are transported through ITCs. Basic freight flows are such loads as coal, oil and oil products, ores, and ferrous metals, chemical and mineral fertilizers.

Think and answer:

- 1) Why is it important to develop ITCs worldwide and in Ukraine?
- 2) Which ITCs run through the territory of Ukraine?
- 3) What has been done to develop and upgrade ITC network in Ukraine?
- 4) What is being done to cut the time spent by trains at border crossing?

Exercise 23

Work alone. Write a description of a profession, and the qualities needed by people in this profession. Do not say what the profession is. Read out your description for others in the class to guess the profession.

Example.

This profession can be rewarding if you like dealing with people, especially children, but it is not very well paid. You have to know a lot about certain subjects and be quite creative. Your working day is quite short, but you have to work at home as well. One of the most attractive aspects of the profession is the long holidays.

Answer: teaching.

Exercise 24

There are many proverbs to do with work. Match a line from column A with a line from column B to form an English proverb.

| | |
|--------------------------------|-------------------------------------|
| A bad workman | while the sun shines |
| If a job is worth doing | make light work |
| Make hay | what you can do today |
| Many hands | for idle hands |
| Too many cooks | makes you healthy, wealthy and wise |
| Early to bed and early to rise | blames his tools |
| Never put off till tomorrow | it's worth doing well |
| The devil makes the work | catches the worm |
| All work and no pay | spoil the broth |
| The early bird | makes Jack a dull boy |

What do the proverbs mean? Do you agree? Translate into English some of the proverbs you have in your language about work. Choose a proverb and comment on it by giving some real or imaginary situation.

Exercise 25

Imagine that you are to introduce yourself, your faculty and Academy to a group of American students. Make a written report on the topic "My Speciality". To that end, review all the texts, dialogues and the vocabulary. Touch upon the following issues:

- *the Academy and your faculty*
- *special courses you are delivered*
- *rail traffic operation: its objectives and specific areas*
- *your speciality, its role in market economy*
- *our graduates in the labour market of Ukraine*
- *your personal goals.*

Make a good oral presentation of your report. Wish you success!

МЕТОДИЧНІ ВКАЗІВКИ

до розмовної теми
“My speciality – Railway Traffic Operation”
з розвитку навичок професійного спілкування
для студентів 2 курсу факультету УПП

(англійська мова)

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