



ПРОФЕСИОНАЛНА ГИМНАЗИЯ ПО МЕХАНОЕЛЕКТРОТЕХНИКА

2070 гр.Пирдоп, ул. "Стефан Стамболов" №99;
тел./факс: 07181/55-13; e-mail: pgme_pirdop@abv.bg

КОНСПЕКТ ПО ЧУЖД ЕЗИК ПО ПРОФЕСИЯТА – АНГЛИЙСКИ ЕЗИК ЗА 12Б КЛАС

1. Main terms necessary for reading of documents
2. Symbols necessary for reading of documents
3. The new job – Responsibilities and Requirements
4. Introducing the company
5. Kings of companies and firms
6. Organization of production
7. Organization of business
8. Business trips
9. The Internet – Communication and Information
10. Contracts and insurances
11. Applying for a job
12. CV (Curriculum Vital) and recommendation letter
13. Jobs Interviews – preparation and participation
14. Working in Europe
15. Marketing
16. Management
17. Advertisements
18. Computerization
19. Working with office techniques
20. Office work. Time work
21. Carrier develop
22. Business behavior

