

ПЕДАГОГИЧЕСКИЙ  
КОЛЛЕДЖ ФИТНЕСА



FITNESS TEACHER  
TRAINING COLLEGE

Курс

АНГЛИЙСКИЙ ЯЗЫК ДЛЯ  
ТРЕНЕРОВ



САНКТ-ПЕТЕРБУРГ, 2017

# Resume in English

## Main points

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- PERSONAL INFORMATION
- JOB OBJECTIVE
- EDUCATION
- EXPERIENCE
- SKILLS
- EXTRACURRICULAR ACTIVITIES
- REFERENCES

# PERSONAL INFORMATION

Alexis Jones

5/72 Heath Drive

Thatestown SA 5000

Mobile: 0422 222 222

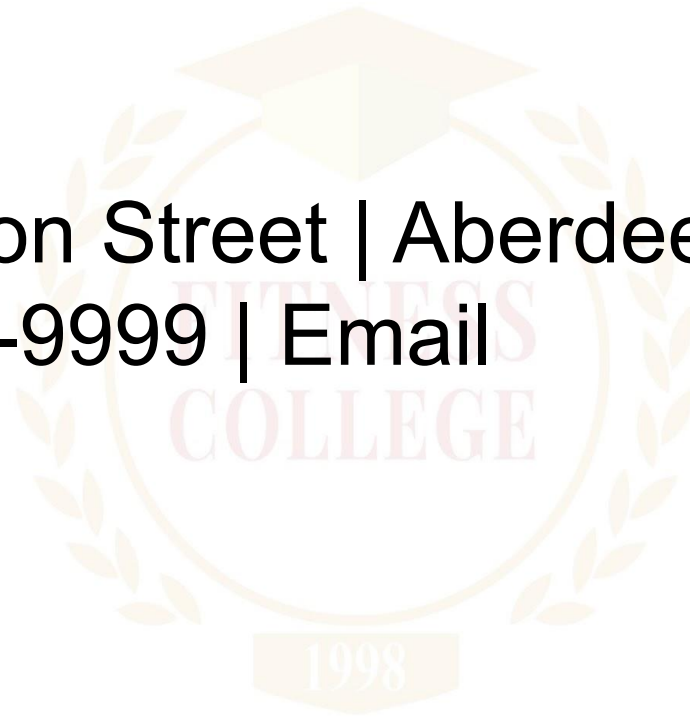
Home: (08) 71 000 000

Email: [ajones@email.com](mailto:ajones@email.com)



John Bruce

399 S Harrison Street | Aberdeen, SD 53733  
| (000) 999-9999 | Email



# JOB OBJECTIVE

- To secure a position as a professional personal trainer where I can demonstrate my passion for fitness, health and overall well being. I wish to teach, help and coach people to achieve their fitness goals and improve their lifestyle.

# EDUCATION

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- Tuppence Health and Wellbeing School
- Thatestown SA
- Certificate III and IV in Fitness  
Graduated: 2005
- 
- University of South Australia
- Adelaide SA
- Bachelor of Applied Science (Human Movement and Health Studies)  
Graduated: 2004
- 
- Thatestown High School
- Thatestown SA
- South Australia Certificate of Education  
Graduated: 2001

# EXPERIENCE

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- **Employment History**

- Nov 2005 – Present: Personal Trainer  
Clarence Fitness Centre
- San Carlo SA
- 

- **Responsibilities:**

- Design and implement personalised exercise and diet programs targeting specific conditions and concerns including obesity, arthritis and high cholesterol
- Recruit and retain clients
- Counsel members about fitness, exercise, health and injury management
- Run group fitness classes
- Provide weight-lifting, treadmill and other fitness apparatus instruction
- Ensure the safety of all members and clients
- Ensure all gym equipment is maintained
- Advised on common sport and exercise related injuries
- Assess clients' fitness on a monthly basis

- **Achievements:**

- Monitored a group of 20 overweight people who lost 7-10 per cent body fat under my supervision
- Implemented the Fit Fast incentive training program that encouraged and challenged people to their lose weight
- Awarded Best Personal Trainer for 2008

- Fitness Trainer | Fitness All The Way – Aberdeen, SD | Dec 2010 – Feb 2013
- • Planned exercise routines based on each member's individual goals
  - Assisted members with routines and the use of equipment
  - Observed patients for fatigue or the need for changing exercise plans
  - Taught appropriate breathing techniques
  - Conducted therapeutic and athletic activities
  - Maintained and serviced gym equipment
  - Followed up on members' progress
  - Provide members with information regarding nutrition and diet plans



# SKILLS

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- • Excellent physical dexterity
- Exceptional knowledge of gym equipment and its usage
- Proficient in providing instructions
- First Aid and CPR trained
- Ability to communicate in English and Spanish
- Strong organizational and people skills

# EXTRACURRICULAR ACTIVITIES

- **Hobbies**
- Running
- Travelling
- Theatre
- Cooking



- **Qualifications/Certifications**
- 2009 – Insure-Fit (valid insurance cover)
- 2008 – Fitness Australia registration
- 2008 – Senior First Aid Certificate, St John Ambulance

## • **SUMMARY OF QUALIFICATIONS**

- • Over 2 years of experience as a fitness trainer
- NASM Certified Personal Trainer
- Track record of designing individual exercise programs based on medical background and physical needs
- Proven ability to plan routines and observe members for changes and required plan modifications
- Hands on experience in teaching proper breathing techniques
- Adept at demonstrating use of gymnastics and relevant training aids

# REFERENCES

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- Sonny James - Head Trainer  
Clarence Fitness Centre  
Email: sonny@email.com  
Phone: (08) 71 555 555
- Jessica Lowry - Lecturer  
University of South Australia  
Email: JLowry@email.com  
Phone: (08) 71 333 333



# Letter of Application



# Formal Letters – Beginning and Ending

- • There are two ways to begin a formal letter:
- • Dear Sir/Madam (when you don't know the name)
- • Dear Mr Smith (name of person)
- • If you begin your letter, 'Dear Sir/Madam you must end it, 'Yours faithfully,'
- • If you begin your letter 'Dear Mr Smith,' you must end it, 'Yours sincerely,' • These are the rules of formal letters in English – there are no exceptions!

# Formal Language

- Formal letters use formal language.
- • What does this mean?
- • No contractions (don't/can't/I'll etc).
- • No informal expressions (Why don't we.../Did you know that.../Write soon!/Love.../What's up?/I'd love to!).
- • No informal punctuation (!/.../( )/ - ).
- • No phrasal verbs (pick up/look up/get over/turn on etc.)



# Formal Language

- • Use formal linking words to make our writing more cohesive: (Moreover/Furthermore/Therefore)
- • Use modal verbs in formal expressions: (could/would/should)
- • Use formal adjectives instead of informal adjectives: ('pleasant' not 'nice'/'pleased' not 'happy'/'enjoyable' not 'fun' – and definitely not 'funny'!)
- • Use polite language (I would be interested in/ I hope that you will consider my application / I look forward to hearing from you soon).

# Letter of Application

- • Look at this advertisement:
- • How would you apply for this job?
- **WANTED** Young people with enthusiasm to work as helpers at a summer camp. Must speak two languages and enjoy working with children.

# First Paragraph

- • Say why you are writing.
- • Say what job you are applying for. • Say where/when you saw it advertised (you can invent this). WANTED Young people with enthusiasm to work as helpers at a summer camp. Must speak two languages and enjoy working with children.

# First Paragraph

- Dear Sir/Madam, I am writing to apply for the position of camp helper which was advertised in last Sunday's 'English Times'.
- • Which of these is the best introduction?
- Dear Manager, I am writing to apply for the position of camp helper which was advertised in last Sunday's 'English Times'.
- Dear Sir/Madam, I'm writing to apply for the job at your camp which I saw in 'English Times' the other day.
- This is a perfect introduction. The writer used 'Dear Sir/Madam' because they did not know the name of the person they were writing to, avoided any contractions, 'I am writing', not 'I'm writing', and stated clearly the purpose of their letter.

# First Paragraph

- Which of these is the best introduction?
- Dear Manager, I am writing to apply for the position of camp helper which was advertised in last Sunday's 'English Times'. This is a perfect introduction except for 'Dear Manager'. The writer should have put 'Dear Sir/Madam because the name of the person they are writing to is unknown.

# First Paragraph

- Which of these is the best introduction? Dear Sir/Madam, I'm writing to apply for the job at your camp which I saw in 'English Times' the other day.
- This writer has started correctly, 'Dear Sir/Madam', but their introduction is too informal. You should try to avoid directly addressing the person you are writing to, 'your camp', and expressions like 'the other day' are very informal.

# Second Paragraph

- • Introduce yourself.
- • Say what qualities you have which make you suitable for the job.
- • Give details of your qualifications and previous experience.
- • Make sure you include any details that are mentioned in the advertisement! **WANTED** Young people with enthusiasm to work as helpers at a summer camp. Must speak two languages and enjoy working with children.

# Which of these is the best answer?

- I am a positive and enthusiastic person and I have always enjoyed working with children. I have been volunteering at a local camp for the past two years which has been both challenging and rewarding. I am currently completing my final year of secondary education and will be starting university in September. In addition to my native Spanish, I have been studying English for seven years and have reached a high level.
- I'm cheerful and enthusiastic and I love working with children. I've volunteered at a local camp for the past two years which was very funny. I've nearly finished school and am off to university in September. I speak Spanish and English pretty well.
- I am positive, enthusiastic and have experience working with children. I will finish secondary school and go to university in September. I am a native Spanish speaker and I also speak English.
- This is a good answer. The writer uses appropriate formal language and addresses key points from the advertisement – experience of working with children, two languages, personality details.



# Which of these is the best answer?

- I'm cheerful and enthusiastic and I love working with children. I've volunteered at a local camp for the past two years which was very funny. I've nearly finished school and am off to university in September. I speak Spanish and English pretty well. This answer addresses all the points from the advertisement but it is too informal. Also, 'funny' is used incorrectly!

# Which of these is the best answer?

- I am positive, enthusiastic and have experience working with children. I will finish secondary school and go to university in September. I am a native Spanish speaker and I also speak English.
- This answer does not give enough detail – the writer doesn't say anything about where they got experience working with children and how they feel about it. The language is reasonably formal but there are no formal linking words which would make it more cohesive.

# Third Paragraph

- • Say why you are applying.
- • Say why the company should consider you.
- • Sell yourself!
- **WANTED** Young people with enthusiasm to work as helpers at a summer camp. Must speak two languages and enjoy working with children.

# Which of these is the best answer?

- I would welcome the opportunity to work in a summer camp where I would be able to practise my English. Furthermore, I have been working with children for some time and hope to pursue a career in education. Therefore I believe that a position as a camp helper would be a valuable experience
- I would be interested in the summer camp position because it would help me achieve my goal of becoming a teacher. I could practise my English. I'd like to work in a summer camp because I love kids and want to be a teacher. I think that the camp helper job will help a lot with this.
- This is a good answer. The writer uses appropriate formal language and gives good reasons for wanting the job. Formal linking words give the answer cohesion and it is a suitable length.

# Which of these is the best answer?

- I would be interested in the summer camp position because it would help me achieve my goal of becoming a teacher. I could practise my English.
- This answer does not give enough detail and although the language is reasonably formal there are no formal linking words which would make it more cohesive.

# Which of these is the best answer?

- I'd like to work in a summer camp because I love kids and want to be a teacher. I think that the camp helper job will help a lot with this.
- This answer is too informal and doesn't give much information.

# Concluding the letter

- • There are certain fixed expressions we use when concluding formal letters of application.
- • We make a general statement about how we hope our application will be considered.
- • We thank the person we are writing to for their time.
- • We tell them that we look forward to hearing from them.

# Which of these sentences could you use to conclude a letter of application?

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- • I hope you will consider my application.
- • I'm looking forward to hearing from you.
- • Thank you for your time.
- • I hope you'll give me the job.
- • If you have any further questions do not hesitate to contact me.
- • I look forward to hearing from you soon.
- • Thanks for reading.
- • I hope you will give my application consideration.



# Which of these sentences could you use to conclude a letter of application?

КУРС "АНГЛИЙСКИЙ ЯЗЫК ДЛЯ ТРЕНЕРОВ"

- • I hope you will consider my application.
- • Thank you for your time.
- • If you have any further questions do not hesitate to contact me.
- • I look forward to hearing from you soon.
- • I hope you will give my application consideration.

# Look at this complete letter:

- Dear Sir/Madam, I am writing to apply for the position of camp helper which was advertised in last Sunday's 'English Times'. I am a positive and enthusiastic person and I have always enjoyed working with children. I have been volunteering at a local camp for the past two years which has been both challenging and rewarding. I am currently completing my final year of secondary education and will be starting university in September. In addition to my native Spanish, I have been studying English for seven years and have reached a high level. I would welcome the opportunity to work in a summer camp where I would be able to practise my English. Furthermore, I have been working with children for some time and hope to pursue a career in education. Therefore I believe that a position as a camp helper would be a valuable experience Thank you for your time. I hope you will consider my application. I look forward to hearing from you soon. Yours faithfully,

# HOMEWORK

- • Look at this advertisement.
- • Write a letter of application applying for the job.
- • Write 100-125 words.
- **WANTED** Personal trainer to work in a small Fitness Studio for women. Must speak English and one other language.

# Personal trainers wanted!

Курс "Английский язык для тренеров"

- Health Body Fitness is looking for motivated personal trainers who enjoy working within a studio environment, helping everyday people achieve their health and fitness goals.

The successful applicant must have a friendly, outgoing nature and be proactive in achieving the challenges set for them. They will be passionate and enthusiastic about health and fitness and will be prepared to build and maintain current client base.

Health Body Spirit is Australia's fastest growing personal training studio franchise and will be nation wide in the next couple of years.

- **Education and qualifications**
- Minimum Certificate III and IV in Fitness
- Senior First Aid Certificate
- Fitness Australia registration
- Valid insurance
- **Skills and experience**
- Minimum 6 months personal training
- Excellent people management and communication skills
- Basic Microsoft Office knowledge
- Please submit all applications to:

Linda Petrowski  
General Manager  
Health Body Spirit  
lp@email.com.au  
(08) 71 999 999

# How are you feeling?

СРЕДСТВО ПСИХОЛОГИЧЕСКОГО ЯЗЫКА ДЛЯ ТРЕНЕРОВ

- I am not feeling well.

I am feeling so-so.

I am feeling a little under the weather.

I feel sick.

I feel cold.

I feel hot.

I feel like I'm having a cold or a flu.

I have a sore throat.

My nose is stuffed.

- I have a bad headache.

I feel dizzy.

I have a bad toothache.

I feel dull pain in my left shoulder.

She is not well. She has a very high blood pressure.

- Did you take any medicine for the pain in your heart earlier today?

I have a sharp pain in my stomach.

- I feel like I am going to throw up now.

When I take a deep breath it hurts in my chest area.

I can't move all the fingers on my right hand.

I fell and scraped my knee.

I feel very tense.

My neck is stiff.

My muscles are sore.

My toes feel numb.

I twisted my ankle yesterday and it hurts.

# Анкета о состоянии здоровья

- 1. анкета - questionnaire
- 2. name – имя
- 3. surname (last name) – фамилия
- 4. first name – имя (без фамилии)
- 5. initials – инициалы
- 6. title – обращение (Например, Mr/Ms/Dr и т.п.)
- 7. age – возраст
- 8. sex – пол (male/female)
- 9. marital status – семейный статус (married/single/divorced/widow/widower)
- 10. data of birth – дата рождения
- 11. village, town or city of birth – деревня, поселок или город, в котором вы родились
- 12. nationality – национальность
- 13. National insurance number – номер страховки
- 14. country of birth – страна, в которой вы родились
- 15. next of kin – ближайший родственник
- 16. address – адрес
- 17. postcode – почтовый код
- 18. daytime telephone number – номер телефона, по которому с вами можно связаться в дневное время
- 19. mobile phone number – номер мобильного телефона
- 20. e-mail address – электронный адрес



- **Please read the questions carefully and answer them honestly by circling YES or NO.**
- **HEALTH SCREENING QUESTIONNAIRE**
- 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?  
**YES / NO**
- 2. Do you feel pain in your chest when you do physical activity?  
**YES / NO**
- 3. In the past month, have you had chest pain when you were not doing physical activity? **YES / NO**
- 4. Do you lose balance because of dizziness or do you ever lose consciousness? **YES / NO**
- 5. Do you have a bone or joint problem that could be made worse by a change in your physical activity level?**YES / NO**
- 6. Have you ever had any problems with your back? **YES / NO**
- 7. Is your doctor currently prescribing any medication for your blood pressure or a heart condition? **YES / NO**

- 8. Is there any family history of heart disease, stroke, raised cholesterol or high blood pressure? **YES / NO**
- 9. Do you suffer from diabetes/epilepsy/asthma? **YES / NO**
- 10. Are you pregnant, or have you given birth in the last six weeks? **YES / NO**
- 11. Do you have, or have you had any illnesses recently? **YES / NO**
- 12. Have you recently had surgery? **YES / NO**
- 13. Do you know of any other reason why you should not do physical activity? **YES / NO**
- 14. What are your aims for exercising? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 15. Present and past activity levels, how often and what type? \_\_\_\_\_  
\_\_\_\_\_

- **If you have answered 'yes' to any of the questions above, please can you give brief details: (We may require you to obtain written consent from your G.P. before agreeing to allow you to undertake any physical exercise in the gym)**

• \_\_\_\_\_ I have read and fully understood the Exercise Readiness Questionnaire. I confirm that, to the best of my knowledge, the answers are correct and accurate. I know of no reason why I should not participate in an exercise workout. I understand that I would be using the Health & Fitness facilities entirely at my own risk and waive any legal recourse for damages to myself or property arising from my participation

- **CLIENT DECLARATION**

- I have understood and answered all of the above questions honestly. I understand that I should not exercise if I feel unwell and that if my health changes I should inform my instructor.

- Signed Member: \_\_\_\_\_ Staff  
check: \_\_\_\_\_ Date: \_\_\_\_\_

