

5 видов вопросов

общий, специальный, альтернативный,
разделительный, к подлежащему

Общий вопрос (General Question)

Вспомогательный глагол (Auxiliary verb) - Подлежащее (Subject) - Сказуемое (Predicate) - Дополнение (Object) - обстоятельство (Adverbial modifier)?

Do you have a cup of coffee every morning?

Does he swim? - Он плавает?

Do you like ice-cream? - Ты любишь мороженое?

Если в предложении используется **модальный глагол** (*все, кроме have to и need to*) или глагол **to be**, тогда не требуется помощи дополнительного вспомогательного глагола, так как эти глаголы сами становятся вспомогательными и ставятся перед субъектом.

Are you a manager? - Вы менеджер?

Can you sing well? - Вы можете хорошо петь?

May I come in? - Мне можно войти?

Must he sign his name here? - Должен ли он подписаться здесь?

Would you like another piece of cake? - Не хотели бы Вы ещё один кусочек торта?

Общий вопрос может быть также отрицательным.

Don't you like this film? - Разве тебе не нравится этот фильм?

Isn't she adorable? - Разве она не прелестна?

Can't we meet another day? - Не могли бы мы встретиться в другой день?

Вопросы в прошедшем и будущем времени отличаются от вопросов в настоящем только вспомогательными глаголами.

Do you like skating? - Тебе нравится кататься на коньках?

Did you like skating? - Тебе нравилось кататься на коньках?

Will you like skating? -Тебе понравится кататься на коньках?

Все общие вопросы требуют кратких ответов: да или нет.

Does she get on your nerves? -Yes, she does. -No, she doesn't. -
Она действует тебе на нервы? -Да. -Нет.

Did you get a good mark for this exam? -Yes, I did. -No, I didn't. -
Ты получил хорошую оценку за этот экзамен? -Да. -Нет.

Are you Jared's sister? -Yes, I am. -No, I'm not. - Ты сестра
Джареда? -Да. -Нет.

Is he the oldest child in the family? -Yes, he is. -No, he isn't. - Он
самый старший ребёнок в семье? -Да. -Нет.

Can you call me later? -Yes, I can. -No, I can't. - Вы можете
позвонить мне попозже? -Да. -Нет.

May I come in? -Yes, you may. -No, you may not. - Можно мне
войти? -Да. -Нет.

Специальный вопрос (Special Question)

who? (кто?) what? (что?) where? (где?) when? (когда?) how much? (сколько?) whose? (чей?)

Did you fight with him again? - Ты опять с ним подрался?

Why did you fight with him again? - Почему ты опять с ним подрался?

Where did you fight with him again? - Где ты опять с ним подрался?

When did you fight with him again? - Когда ты опять с ним подрался?

В предложениях в **модальными глаголами или с to be** , вопросительные слова ставятся опять же в начале, перед этими глаголами.

How can I help you? - Как я могу Вам помочь?

What is your name? - Как твоё имя?/ Как тебя зовут?

Where are you from? - Откуда ты родом?

Why should I help him? - Почему я должна ему помогать?

Which food is your favourite? - Какая твоя любимая еда?

Часто в английских специальных вопросах встречаются **предлоги**, связанные с основным глаголом. Как правило, эти предлоги ставятся в самый конец предложения.

What are you looking for? - Что ты ищешь?

Who does he take after? - На кого он похож?/ В кого он пошёл?

Who is she talking to? - С кем она разговаривает?

What are they talking about? - О чём они разговаривают?

Example Questions and Answers:

Q: Tell me about your education.

A: Well, I graduated from Tokyo University with a BA in business and then did a one-year postgraduate diploma in accounting.

Q: What did you do in your last role?

A: My main responsibility was looking after the company's largest clients, but I also assisted in developing new business.

Q: Why do you want this job?

A: I've been looking for a job where I can use my creative skills and work with people. I've heard good things about your company.

Q: What are your career goals?

A: Eventually, I'd like to manage a large team of sales people in a company that's involved in *environmentalism* and the green movement.

Q: How would your best friend describe you?

A: He would say that I'm loyal and a very good listener. I think he would also say that I'm very *social* and usually in a good mood.

Q: Are you a *self-starter*, able to work without *constant* supervision?

A: Yes. I enjoy the freedom of working alone.

Q: A good manager is a strong leader. What could you bring to this team?

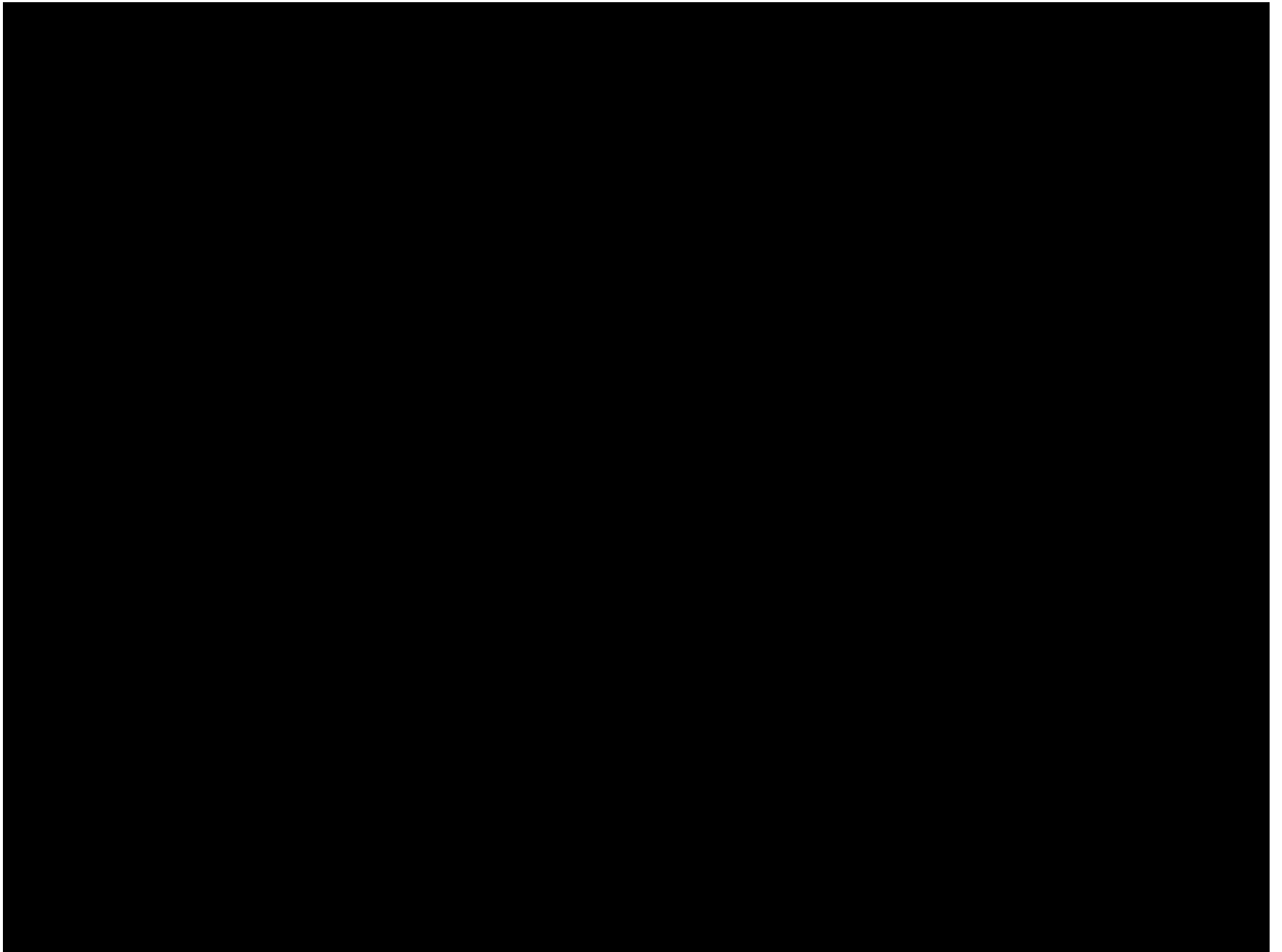
A: The last team I managed had many of different personalities, so I really developed my relationship skills.

Q: This role requires strong communication skills. Are you are a good communicator?

A: Some of my friends might say I talk too much, but I'm a very open communicator. I always try to think before I speak so that I don't regret things I say later. I also have strong writing skills, which I feel would be an advantage for this position.

Q: Where do you see yourself in five years?

A: I know I will still be in sales. A role like this one will give me more experience as a sales manager. In five years I imagine myself in the position you are in, or running my own business.





Could you describe yourself briefly?

Sure. My name is Andrew Wilson. I'm 30 years old and I'm single.

Are you originally from Los Angeles?

No I'm originally from San Francisco. I moved to Los Angeles over ten years ago as a student.

Describe your personality to me!

Well I'm a dedicated worker and a people person. I enjoy working as a team. I also like to be in contact with the public.

Can you tell me something about yourself?

Yes, I graduated from Stanford University with a BA in management. After I graduated I worked in hotel management for six years in New York City. And I also enjoy working with PR and customer service.

Do you have any family obligations?

Yes, I'm married with a two-year-old daughter and I also have to support my parents.



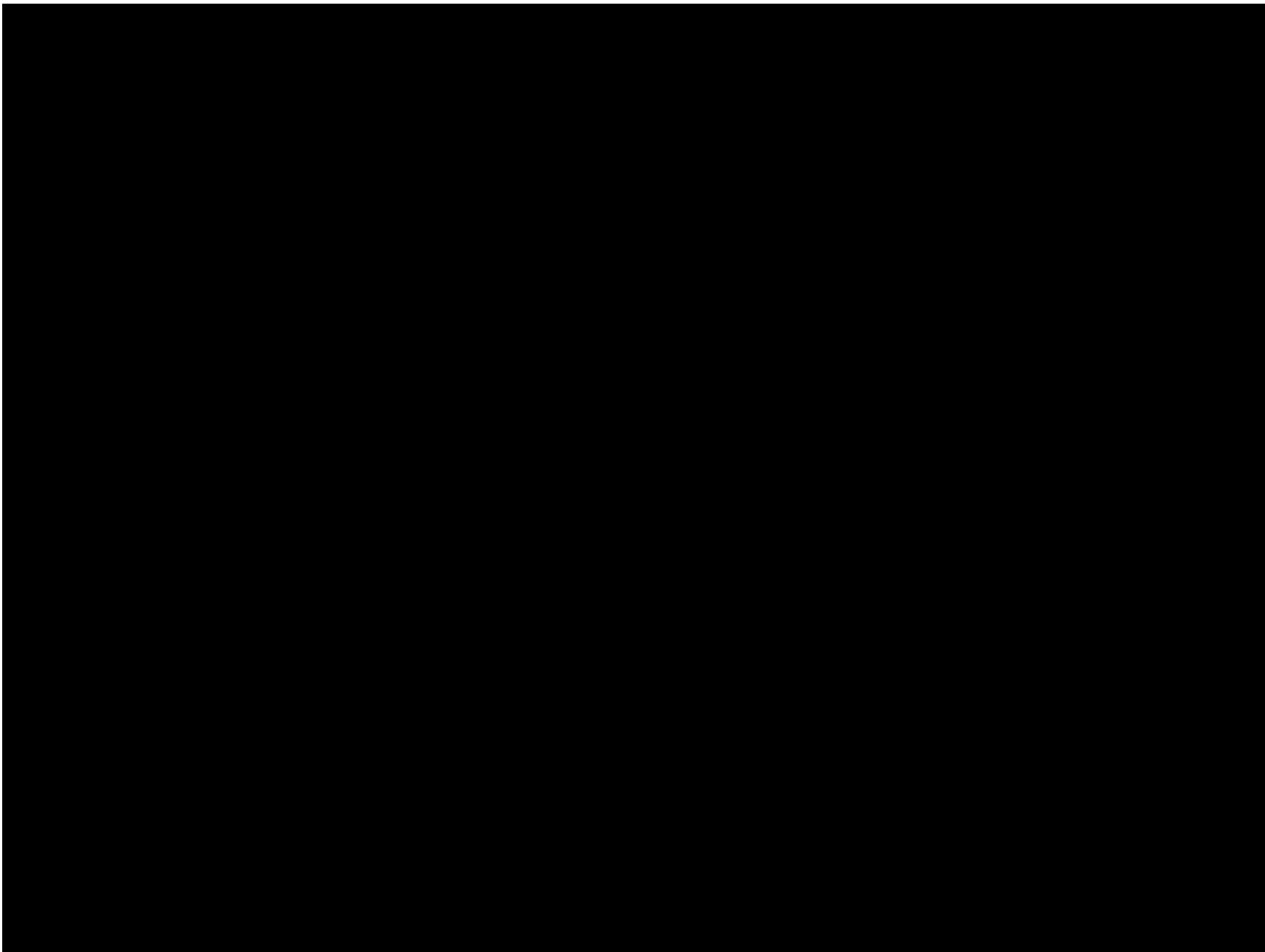
Could you describe yourself briefly?

Are you originally from Los Angeles?

Describe your personality to me!

Can you tell me something about yourself?

Do you have any family obligations?



Please tell me about your educational background!

I graduated from Cornell University in 1994 with a BA in computer science.

Why did you choose computer science?

Well ever since I've been young I've been interested in computers. So when I entered University I thought that a career in computers would be a good choice.

Have you ever studied outside of the university?

Yes, I've studied on my own and I took an evening course at a small computer school.

Tell me a little about your educational background!

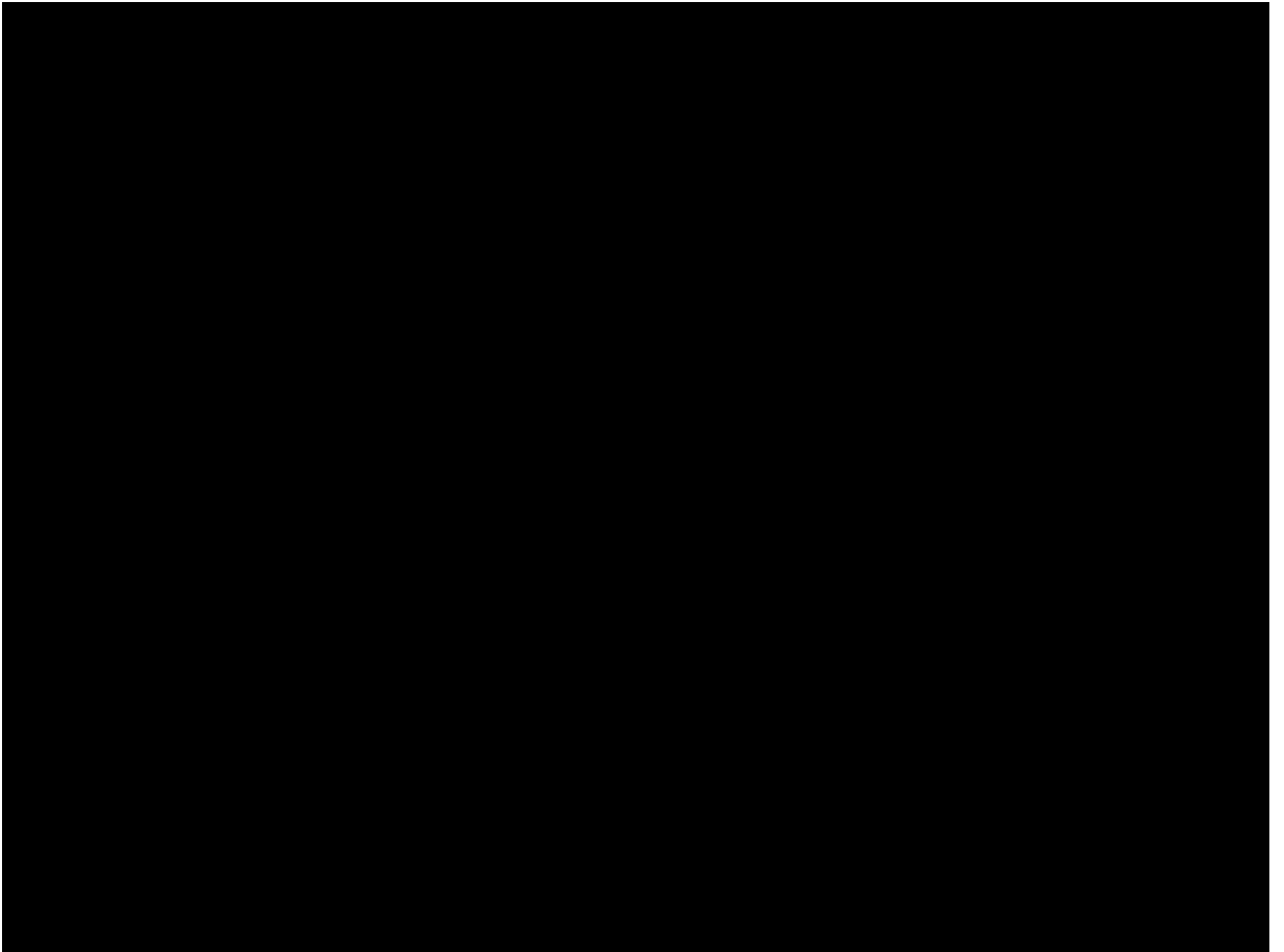
Sure, I received a bachelor's degree in history from Houston University in 1990. After that I studied at the University of Texas and received my MBA in 1993.

Why did you choose the University of Texas for your master's degree?

I visited the campus and I met some of the professors and I really liked it.

How will your education help you with this position?

My education has taught me how to work hard and how to succeed. That also taught me a lot about society and business environment.



Please tell me about your educational background!

Why did you choose computer science?

Have you ever studied outside of the university?

Tell me a little about your educational background!

Why did you choose the University of Texas for your
master's degree?

How will your education help you with this position?

1 Primary keyword skills are bold-faced.

Jane Applicant

123 Main Street • Sarasota, Florida 12345 • (123) 456-7890 • jane.applicant@email.com

SKILLS SUMMARY

2 Examples of soft skills.

- **Communication:** Award-winning customer service skills. Deals with internal and external customers at all levels via telephone and email to ensure successful communication through active listening and thoughtful questions.
- **Problem Solving:** Resolves in-depth queries in a methodical manner, independently and with internal and external business partners, to find appropriate resolutions and efficiencies.
- **Team Player:** Enjoys sharing knowledge and encouraging the development of others.
- **Planning and Organizing:** Refined **planning and organizational skills** that balance work, team support, and ad-hoc responsibilities in a timely and professional manner.
- **Systems Knowledge:** **Peoplesoft and Oracle.** Experience in preparing and analyzing reporting data for management accurately and to timescales.

3 Examples of hard skills.

You should include both "hard skills" – specific, quantifiable attributions such as proficiency in a foreign language, typing speed, or computer software knowledge – and "soft skills" like flexibility, patience, and time management.

Hard skills are part of the skill set that is required for a job. They include the expertise necessary for an individual to successfully do the job. They are job-specific and are typically listed in job postings and job descriptions.

Hard skills are acquired through formal education and training programs, including college, apprenticeships, short-term training classes, online courses, certification programs, as well as by on-the-job training.

Soft skills are the interpersonal skills that enable you to succeed in the workplace. You'll often hear these referred to as "people" skills, and while they're absolutely necessary for success on the job, they're harder to quantify and less often taught formally in schools and vocational programs.

Examples of Hard Skills

Accounting
Administrative
Analysis
Analytics
Computer
Editing
Financial
Information Technology



Languages
Project Management
Spreadsheets
Testing
Translation
Transcription
Word Processing
Writing

Knowledge	Hard skills	Soft skills
<ul style="list-style-type: none"> • Methodology • Grammar • Lexis • Phonology • Learning styles • Teaching terminology • Theoretical foundation for teaching listening, reading, speaking and writing • Ability to simplify knowledge into relatable, digestible, teachable chunks. 	<ul style="list-style-type: none"> • Giving instructions / instruction checking • Concept checking • Error correction • Classroom management • Behaviour management • Lesson planning • Using technology • Research skills • Using resources appropriately • Monitoring students 	<ul style="list-style-type: none"> • Building rapport (connection!) • Building motivation • Presence • Empathy with students / Understanding their worldview (including cultural differences) • Using the hard skills at the appropriate time and in the appropriate way • Body language • Self-evaluation • Desire for professional development

Do you have any special skills that would help you do this job?

Yes, I'm pretty good with computers. I've used Microsoft Office a lot and I know how to troubleshoot problems.

How fast can you type?

I can type about 60 words a minute.

Any other skills that would help you?

Well I speak fluent Mandarin Chinese and I can read and write it fairly well.

Do you have any other skills that might help you on this job?

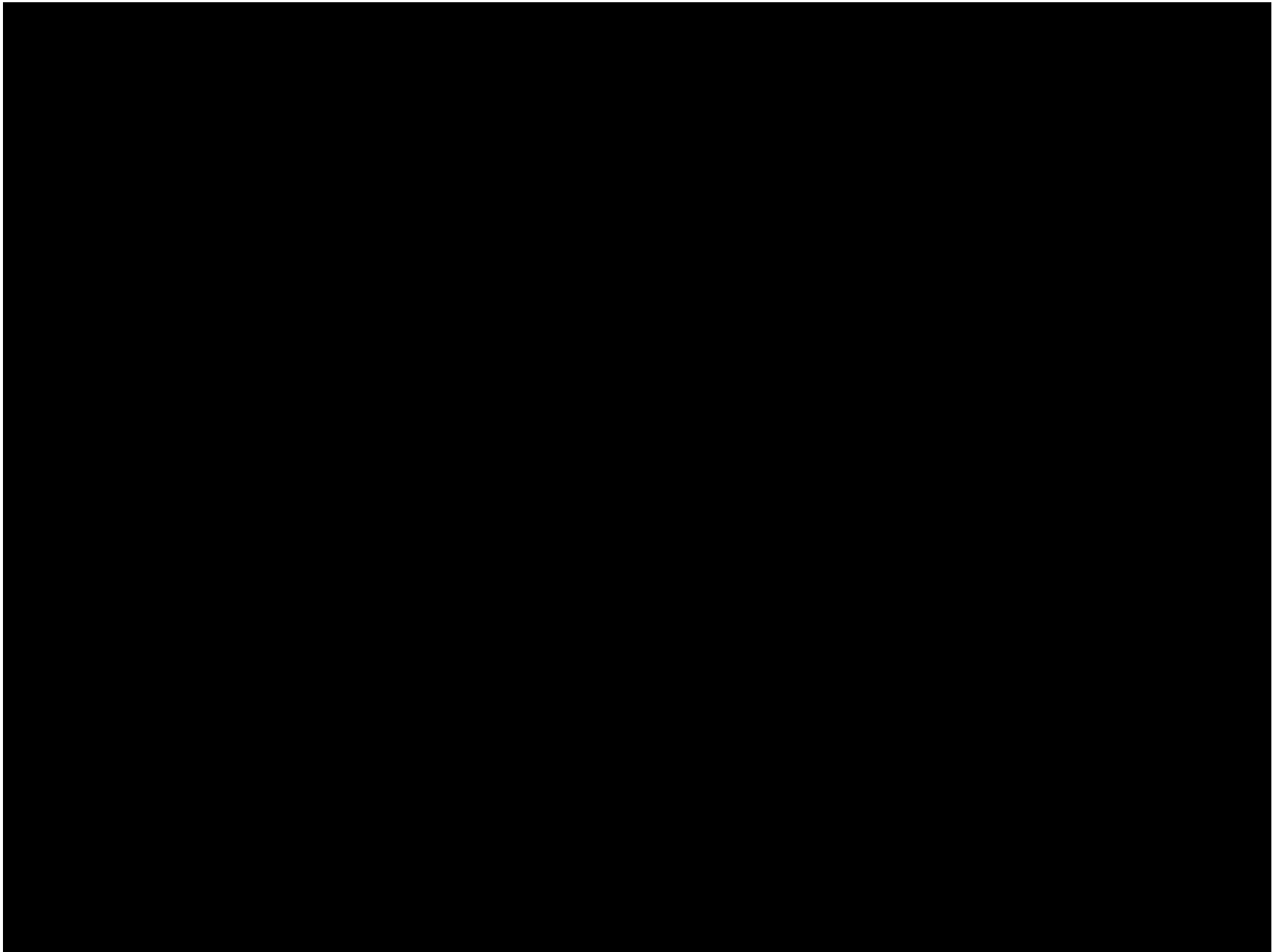
Yes I have a secretarial experience. I can answer phone calls, use a computer, type 60 words a minute and speak French and Japanese. I also have good organizational skills.

How about doing PR?

I also have experience with PR. When I worked in admissions at Carleton College I did with the public daily.

What skills do you have that would help you on this job?

I have computer experience I can use Microsoft NT Word and Excel. I speak some Japanese and I'm good at sales and networking as well



Do you have any special skills that would help you do this job?

How fast can you type?

Any other skills that would help you?

Do you have any other skills that might help you on this job?
How about doing PR?

What skills do you have that would help you on this job?

Why do you want this job?

Why do you want to work for us?

When I saw the job advertisement I became very interested. I have friends who are customers here. They said that they like doing business here as well. I also feel that I'm qualified for the job.

Why should we hire you?

Because I have experience and a strong desire to succeed.

Why do you want to work here?

Because this company has a good reputation.

Why should we hire you?

But I think I have the right personality and skills and I also have experience and motivation.

Why do you want this job?

Because I know I can do this job well.

Why should we hire you?

Because of my drive and commitment.

Can you tell me why you want this job?

Well, the description sounded very interesting and I think I can succeed at it.

Why should we choose you for this job?

I'm a very committed worker and I love challenges like this.

Why do you want to work here?

I want the challenge of working at a large international firm.

Why should we hire you over another person?

Because I'm qualified and because I have the will to succeed

