

# ENGLISH FOR BUSINESS LIFE



<https://www.myfikirler.org/is-hayati-ve-firma-rehberi.html>

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Each week lectures will be reviewed and talked in this last lecture.

# **ENGLISH IN BUSINESS**

## **Lecture 1**

### **Job Finding**

# GEOLOGY

## What can I do with this major?

### AREAS

#### ENERGY (Oil, Coal, Gas, Other Energy Sources)

Stratigraphy  
Sedimentology  
Structural Geology  
Geophysics  
Geochemistry  
Economic Geology  
Geomorphology  
Paleontology  
Fossil Energy

### EMPLOYERS

Petroleum industry including oil and gas exploration, production, storage and waste disposal facilities  
Federal government agencies:  
National Labs  
Department of Energy  
Bureau of Land Management  
US Geologic Survey  
State government  
Consulting firms  
Well services and drilling companies  
Oil field machinery and supply companies

### STRATEGIES

*Geologists working in the area of energy use various methods to determine where energy sources are accumulated. They may pursue work tasks including exploration, well site operations and mudlogging.*  
Seek knowledge in engineering to aid communication, as geologists often work closely with engineers. Coursework in geophysics is also advantageous for this field.  
Gain experience with computer modeling and Global Positioning System (GPS). Both are used to locate deposits.  
Many geologists in this area of expertise work with oil and gas and may work in the geographic areas where deposits are found including offshore sites and in overseas oil-producing countries.  
This industry is subject to fluctuations, so be prepared to work on a contract basis.  
Develop excellent writing skills to publish reports and to solicit grants from government, industry and private foundations.  
Obtain leadership experience through campus organizations and work experiences for project management positions.

**Subjects**

**CV writing-examples**

## Example Europass Curriculum Vitae

### Personal information

First name(s) /  
Surname(s)

**Seril Ingampally**

Address(es)

#10, M.G. Road  
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560 001  
India

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Nationality

Indian

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**Subjects**

**Cover letter-examples**

**Letter of application, hard copy version**

**1000 Terrace View Apts.  
Blacksburg, VA 24060  
(540) 555-4523  
stevemason@vt.edu**

**March 25, 2005**

**Mr. John Wilson  
Personnel Director  
Anderson Construction Company  
3507 Rockville Pike  
Rockville, MD 20895**

**Dear Mr. Wilson:**

**I read in the March 24th Washington Post classified section of your need for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.**

**I have worked at various levels in the construction industry every summer since the 8th grade. As you can see from my resume, I worked several summers as a general laborer, gradually moved up to a carpenter, and last summer I worked as assistant construction manager on a 100 million dollar job.**

**In addition to this practical experience, I will complete requirements for my Building Construction degree in May. As you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am confident that my Building Construction degree, along with my years of construction industry experience, make me an excellent candidate for your job.**

**The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any questions you may have.**

**Thank you for your consideration.**

**Sincerely,  
(handwritten signature)  
Steve Mason**

**Enclosure**



**Subjects**

**Reference Letter**

**Congress, symposiums, conferences, workshops**

# Sample Faculty Reference Letter

Dear [Name of Employer]:

This reference letter is provided at the written request of [name of student], who has asked me to serve as a reference on [his/her] behalf. It is my understanding that [name of student] is being considered by your organization for the position of [job title]. Please be advised that the information contained in this letter is confidential and should be treated as such. The information should not be disclosed to [name of student, if student has waived access] or anyone in your organization who would not be involved in the hiring decision regarding this individual. Additionally, the information should not be disclosed to anyone outside of your organization without the consent of the student.

I have known [name of student] for the past [number of months, semesters, years] as [he/she] has taken the following courses which I teach: [list courses, give brief description of content of course]. As [his/her] professor, I have had an opportunity to observe the student's participation and interaction in class and to evaluate the student's knowledge of the subject matter. I would rate the student's overall performance in these subjects as above average. This is evidenced by [his/her] grades—[state the grades if you have the student's written consent to disclose this information].

[One or two specific examples of the student's performance may be appropriate.] As part of [his/her] grade in [name of course], the student was required to prepare a paper. The paper was designed to measure the student's ability to research, to analyze the results of the research, and to write. [Discuss how the paper submitted by the student indicated to you the student's skills in these areas.] Based upon this, I rate the student's skills as excellent.

The one area in which the student performed above average was in [specify skill area, e.g., oral communications]. [Give specific example to support this.]

I believe the student would perform competently with your organization and has excellent potential if challenged.

If you would like to discuss this further, please feel free to contact me.

Sincerely,  
Signature

Name surname

- **Conferences, Meetings, Symposiums,**
  - **Workshops,**

- **What do you expect when attending international or national meetings, symposiums, conferences, workshops etc in the field of geosciences?**
- **a) while you are studying; undergraduate, graduate, Ms,PhD**
- **b) while you have already a job or looking for another job**
  
- **-New books, journals, equipments, methods are displayed,**
- **-To meet people to discuss your technical and scientific needs, problems?**
- **To search for job,**
- **?? What else?**

**Significant Institutes & scientific projects in Turkey,  
Erasmus, Farabi, Mevlana programmes  
MSc, PhD  
Research Analysis**



**TÜBİTAK**

THE SCIENTIFIC AND TECHNOLOGICAL RESEARCH COUNCIL OF TURKEY



TR

SEARCH

About TUBITAK

Funds

Scholarships

R&D Activities

### Who We Are?

Senior Management

Science Board

Organisation Chart & List

Information for Visitors

Statistics

### STI Policies

STI Policy Studies

STI Manuals

STI Statistics

Archive

Contact

### Supreme Council for S&T

Foundation Decree

Members

Meetings

### International Cooperation

Bilateral Cooperation

Multilateral Cooperation

European Union - FP7

EUREKA

Contact

## **Subjects**

**Geology journals in Turkey**

**Journal rules, an example**

**How to write an article**

**An example analysis**

## **SUBJECTS**

- 1. Evaluations of research activities**
- 2. Impact Factor (IF)**
- 3. Author IF**
- 4. Journal JIF**
- 5. Publishers**
- 6. Research web pages**
- 7. Researcher ID**
- 8. Article examples**




WEB OF SCIENCE

Web of Science

ScienceDirect

ScienceDirect




Google Akademik

ResearchGate

ResearchG...



SciELO



Elsevier



Latindex



Embase



Russian Science Citation Index



MEDLINE



EBSCO Information Services



Bilimsel Bilgi Enstitüsü



Directory of Open Access Journals




ProQuest




JSTOR




IEEE




Microsoft Akademik Arama



LexisNexis



Primal Pictures



ProQuest Dialog



## **SUBJECTS**

- 1. ULAKBİM**
- 2. Journal rules, article example**
- 3. Ethic Rules**

## **SUBJECTS**

- 1. Presentation types-examples**
- 2. Interview**