

ÍRÁSKÉSZSÉG

Az íráskészség első feladata a vizsga egynyelvűsítése után a tömörítés helyett táblázatleírás lett. Egy megadott táblázat adatait kell ismertetni, elemezni, belőlük következtetést levonni, vagy a jövőre vonatkozó feltevést írni róla.

A feladatra további példa a honlapon, a Mintafeladatsoroknál található.

1. feladat:

Tanulmányozza a megadott táblázatot, és készítsen leírást kb. 150-200 szóban a példa szerint. A leírás tartalmazzon összehasonlítást és következtetést is.

Consumption of the main dairy products in the BRICS countries in 2014

	population	liquid milk	butter	cheese
	(million)	(kg/inhabitant)		
Brasil	199	59.9	0.4	3,6
India	1260	41.3	3.6	0
Russia	143	37.3	2.8	6.6
South Africa	52	23.8	0.3	1.5
China	1350	19.9	0.1	0.1

Source : <http://www.planetoscope.com>

Példa: The table shows the consumption of the most important dairy products in the BRIC countries in 2014.

2. feladat: hivatalos levélírás, jelentés vagy olvasói levél írása.

Írjon jelentést a leírt helyzet alapján 180-200 szóban!

1. You work as a programme manager at the Springfields Conference Centre and Hotel, Walsall, West Midlands WS 8RX. Write the monthly report to the managing director (Mrs. Mareen Gavin) analysing the comments on your service and give recommendations based on the following items:

1. breakfast-, dining-, bar services
2. convenience of the guests during the conferences
3. safety conditions, parking etc.

2. Your company (EduTech Ltd., Barrow, Lancs., UK) produces educational software and has recently moved to the production of CD-ROMs, and want to expand. Your MD has asked you to report on relocating to a Middle- or Eastern European country based on your research, and the following concepts:

1. location, employment situation in the area
2. workforce of highly-skilled professional

3. living standard of the country chosen

3. You work as an assistant to the director of Environmental Health and Cleansing Services Ltd., Gillingswoth, Surrey, UK. There had been a lot of complaints about lack of cleanliness and rubbish collection. The director has asked you to prepare a report on the issue concerning the following aspects:

1. statistics about the rubbish collected weekly/monthly
2. financial help from the local government, (other sponsors)
3. influencing public opinion/awareness (by press, local committees etc.)

4. The group personnel manager of a large consultancy firm would like to change the function of a spare room, which is used as an interviewing room. He thinks there is much greater need to establish a library for employees. As the chief assistant to the manager, please prepare a report on converting the room and on its potential use based on the followings:

1. practical aspects of converting the room
2. views of the employees and the managers
3. initial investment, costs

5. Mr Eric Knowles is the managing director of Dale Chemicals plc. This firm is situated on the river Brent, and they discharge certain elements into the river, but these are strictly controlled by the company. Recently the firm has got warning from the local waste authorities. As the personnel assistant, you have been asked to look into the matter and write a report on the findings.

In your report analyse the following issues:

1. the possible reasons of discharging toxic materials
2. the damage caused by dangerous waste
3. the necessary actions

6. The managing director of a food packaging firm has expansion problems, and he wants to take over the firm's social club premises. As a personnel assistant you are asked to write a report on this problem. In the report you should include the views of

1. the employees of the company – shop floor workers, clerical staff, managers
2. the trade union representatives
3. and the costs of feasibility

Jelentés (Minta)

The managing director of a large tools manufacturing firm in Birmingham wants to develop new training strategies. You, as a senior administrative officer in the Personnel Department has been asked to write a report on this question, and the following issues have to be included in the report:

1. the opinions of skilled workers, trainees
2. the views of the training officer and the managers
3. the advantages (competition) and disadvantages of the strategy

To: Mr David McNeil

From: Maria Sleczyk

Date: May 12 2003.

Subject: staff training

Introduction

Following the request of the managing director, Mr. McNeil to compile a report on staff opinions with regard to training within the company, I have questioned various departments and a cross-section of members of staff, and analysed personnel statistics.

Findings

The majority of opinions given concentrated more on the lack of opportunity after training than the training itself. Generally expressed views were that when trained they were little more than 'simple mechanists', or it was not what they had expected, or that the work was very boring after a while.

The wage structure was generally considered to be inadequate compared to our competitors, who all offer higher wages. According to personnel statistics about half of the trainees leave the firm when they are qualified, mostly to our competitors.

However, many workers, while admitting that they could earn more elsewhere prefer to stay with the company either because they feel they would have to work harder elsewhere or because they prefer the friendly atmosphere within the company, and indeed according to the Research and Development Department some 78% of staff say they would not move.

Recommendations

1. We need to introduce a better wages a salaries structure.
2. We need to offer skilled workers more and look at the work they are doing.
3. We need to review our training strategies and look at ways making the training more purposeful.
4. We need to look at ways of reducing the length of traineeships – possibly by as much as a year.