

## Limba Engleză pentru scopuri specifice (ESP):

cunoştinţe şi abilităţi noi



New Knowledge and Skills







Gabriela Cazacu, Gerda Palii, Tatiana Pogrebneac, bibliotecari USARB

## Welcome to our Library





## Guided tour through library spaces





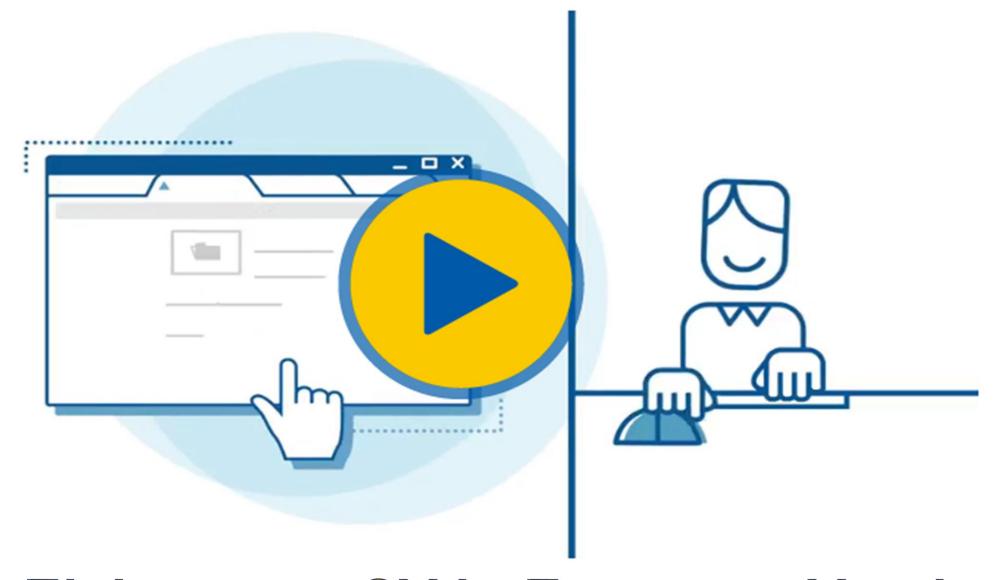
## Practical aspects





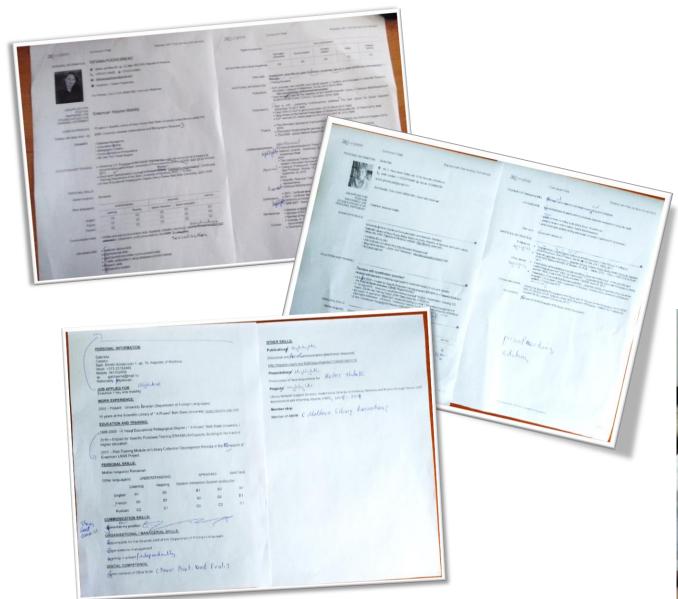


## Gerard CULLEN Valentina TOPALO Gerda PALII Gabriela CAZACU Tatiana POGREBNEAC



How to Elaborate a CV in Europass Version

## Making a sample CV showing how to fill in the required information following the European standards











### Informații personale

Anul /locul nașterii:
30 sprilie 1982, or. Bălti, Republica Moldova Tel.: 0(231) 4-92-44, intern 4-32

Domeniul ocupațional:

Experiența profesională (Periouda, funcția sau postul ocupat, Activități și responsabilități principale)

(Versons, hunquis emporant comps, Anternág presponsolutis/princequis).

2013 – preum historie en investida findamens e (accenter Ballingericki,
Participra la organiza-lyconoversa espositilir ariomativa Antiquii nones, Constribuți
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2011—1811 bibliotecu; grad de calificare II, vila de linguamentra A, Glicial Beomente in Limbis Heringe.
Participes la redinces Programatia, jobol Dilimoré, Bibliotece Peoporabid de Religidio Perchates Libral J. Limentin Pieline Japonshili de condense unificari basel de dar Perchates Libral J. Limentin Pieline Japonshili de condense unificari basel de de predit la registral unification de la confession de la registral de la confession de la registral de la r

### 2008 – 2011 – Concediu de îngrijire a copilului

### 2006 - 2008 hibliotecar, sala de împrumut nr.1 "Bocumante științificebeletristică". Serviciul Comunicarea Celecțiilor;

Servirea utilizatorilor în rerim informatizat, înveristrarea/reînveristrarea utilizatorilor în baza de date "Relimatorul", Modubal Circulație; ținerea evidenței statistice a unilizatorilor reali, a întrărilor și împrumutului documentelor în regim electronic. Organizarea exponițiilor tematice

Numele și adresa angajatorului (Tipul suu domeniul de activitate)

### Universitatea de Stat "A. Pusso", Biblioteca Științifică

Educație (perioada, calificarea / diploma obțirută, disciplinele principale studiate, rumele

2006 - sbsolventă a Universității de Stat "A Russo", Bilpi, Facultate Limbi și Literaturi Striine.

2001 - absolventă a Colegiului Pedagogic "lon Grengă", Bălți

1997 - absolventě a Girmarinkui M. Promescu" Rálti

1996 – absolventă a Școlii de Arte "Ciprian Porumbescu", Bălți

### Aptitudini și competențe personale

Limba maternă: limba romênă Limbafi) strămăfe) comescutăf

uriā(e): limbarusā, limba englezā, limbafrancezā

Capacitate de comunicare, dispanibilitate, empatie, spirit de echipă, restivitate, adaptabilitate, anabilitate, sociabilitate, perseverență

Otilizare computer, programe aplicative: MS Office (Word, Excel, Power Point), Outlook Express, Roman Net Sand, Programul integrat de bibliotecă TinLib, TinFead, Biblioteca Digitală, Interset Explorer, Fire Reader.

### Cursuri de specializare / atestiri (perioada, calificarea diploma obținută, fumizorul de

2006-2007 - Şcoala Noului Angajat (BŞU Bălţi)

2007- prezent, membru al Asociatici Bibliotecarilor din Republica Moldova

### Participări la reuniumi profesionale (conferințe, worlshop-uri, seminarii)

12. College

Braining of Biblishers' dis Iredjiebnis practive fits in one time global, Pilkda

Biblish E. Harconita, (en.), L. Albahda, (en.), E. Strain (en.), Virgule

(em.), R. Tonochu, Midaghe, A. Antero, A. Phatic, G. College, D. Hardin,

2011. CONSTATAZI CALMERTICES\*, 1931. (editorial 2012). Elisto, 3. P.,

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COLLEGE CONTESTER STRUIT (editorial 2012). Elisto, 3. P.,

BERTALE, 1938, 1931. Il commiss Colleges preferences PADITE \$1

BIDOVARE DE CREENTARE, STRUITOR & Baltia, 3. P. J. Concellular 2012.

## Why we needed to know how to write a **European CV?**

Data nasterii - 30 aprilie 1982

2013 - prezent - bibliotecar, grad de calificare II, în serviciul Informare și Participare la organizarea/promovarea expozițiilor informative: Achiziții recente, Constribuții științifico-didactice ale universitarilor în vederea informării comunității universitare; Participare la informarea personală a cercetătorilor cu preponderență prin sis termil Diseminarea Selectivă a Înformației; Participare la elaborarea biobibliografiilor, indicilor bibliografici tematici, selectind informațiile respective; Îndeplinirea cecerilor de informare ale utilizatorilor,

Efectuarea cercetărilor bibliografice la cerere - liste la pedagogia scolii Executava corretation o nonogrance in cerere — inter in pendagogia scott superiorane pentru managenii US ARE, Firmizassa informațiilor pentru profesior, respectiv tematicii investigațiilor acestora; Consultății CZU, Ariguranea transferului de informații și referințe inclusiv prin e-mail personal conduceat universității și profesorilor — cercetitori, Adnotări a cârților din Fondul Rar al universității și profesorilor — cercetitori, Adnotări a cârților din Fondul Rar al

Bibliotecii pentru bibliografia "Cartea Rară în Limba Engleză"; Descrierea analitică a revistelor și culegerilor în limbile engleză și franceză; Redactarea și vedetelor de subiect, introducerea noilor vedete, redactarea titlurilor articolekr

weedings or stoker, innoutceres industry weeks, resectates in minor amounter 2011 – 2018 billotones, grand de calificare III, sals de l'inprumet n' 4, Oficiul Documente in Limbs Strikes.

Participant se salamans Programalis i, Noul Utilizatori, Bibliotonea Responsé de Ralajais en Facultata Limbs ji Limeatus Drims Responséhilde condomans atthicants los et de sin temparjone ESCO (Dut 5 de heural deciciorama atthicants) aux de das intemparjone ESCO (Dut 5 de heural deciciorama

resurselor tematice Web pe domenile de profil în sprijinul u tlizatorului (adrese electronice, liste informative a adreselor utile, b am ded ate stiintifice etc.);

Formator Programu L'Voul Angajot, Modulul Bone de date EBSCO. 2008 - 2011 - Concediu de îngrijîre a copilului 2006 - 2008 bibliotecar, sala de împrumut nr. 1 "Documente științifice/beletristică", Serviciul Comunicarea Colecțiilor;

EXPERIENȚA PROFESIONALĂ



Servirea utilizatorilor în regim informatizat, înregistrarea/reînregistrarea utilizatorilor în baza de date "Utilizatoru", Modulul Circulație, ținerea evidenței statitice a utilizatorilor reali, a întrălilor și împrumutului documentelor în regim electronic. Organizarea expozițiilor tematice de cărti. TATIANA POGREBNEAC INFORMAŢII PERSONALE EDUCAȚIE ȘI FORMARE 2006 - absolventă a Universității de Stat "A. Russo", Bătți, Facultate Limbi și 0(231)52432 2006 - absolventa a universtațiu de Stat.,A.Kussor , Harij, Faculi Literaturii Străine. 2001 - absolventă a Colegiului Pedagogic, Ion Creangă", Bătij. 1997 - absolventă a Grazului "M. Eminescu", Bățij 1998 - absolventă a Școlii de Arte "Ciprian Porumbescu", Bățij

Alte limbi străine cunoscute	INTELEGERE		VORBIRE		SCRIER
	Asoultare	Citire	Participare la conversație	Discurs oral	
Limba franceză	C2	C2	C2	C2	C2
Limba engleză	C2	C2	C2	C2	C2
Limba rusă	C2	C2	C2	C2	C2

Competente de comunicare Capacitate de comunicare scrisă și orală, feedback, empatie, spirit de echipă, capacitate de argumentare și convingere, cooperare, prezentări în public, sociabilă

Competente informatice
Sistemul de operare WINDOWS; Instrumente Microsoft Office (Word, Excel,
PowerPoint); Instrumente Internet; Instrumente Intranet Programul integrat de
bibliotecă TINLIB, TinRead, Baze de date locale; Operare echipamente:

### INFORMAŢII SUPLIMENTARE

- AUF propune noi spaţi ştinţtine şi culturale // Tradţiş şi inovare în cecetarea ştinţtină. Ediţia a 3-a: Materialei Colloquia Professorum. 12 od. 2012 / Oropial de red. Valentina Prigan., Svetina Statţieve, Itana Silota (et al.). Bişi: Presa univ. bişteani, 2014 (Tp. Univ. de Stat "Aleou Russ"). 208 p. (<u>Intp. Naves Collentina en editlomatival commissione</u>).
   Cate rază în imba e nţipică în coleçtă Biblioteci Ştinţtieve USARP Colleçta Biblioteci ştinţtieve USARP Colleçta Biblioteci valentina Mit Bibliothica (Park VIII. ELIVIC.) (et al.).





Biblioteca Universitară a Institutului Tehnologic din Limerick University Library of the Limerick Institute of Technology



Biblioteca Științifică a Universității de Stat "Alecu Russo" din Bălți Alecu Russo Bălți State University



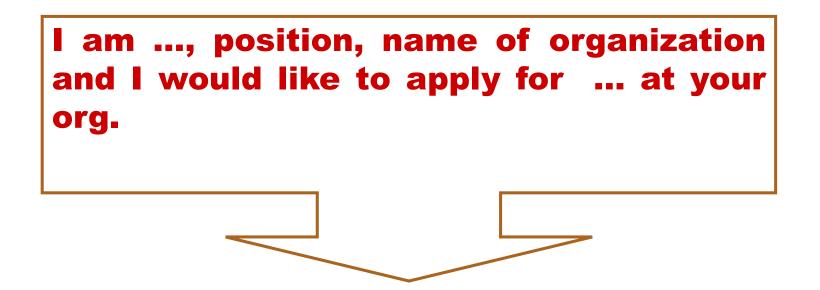


Biblioteca Naţională din Armenia National Library of Armenia



Biblioteca fundamentală a Universității de Stat din Belarus The fundamental library of the Belarusian State University





Address, date

### Dear Sir/Madam

Firstly, greetings from the library team of the Scientific Library of Alecu Russo Balti State University.



The reason I am applying for this grant/position etc. is ... I found out about this grant/possibility from www... (I found out about your organization from research on the Internet.)

We would like to apply for a staff mobility grant under the Erasmus+ <u>Key Action</u>
1: <u>Learning Mobility of Individuals</u> (non-academic staff, i.e. library personnel)
and found out your contact details from research on the Internet



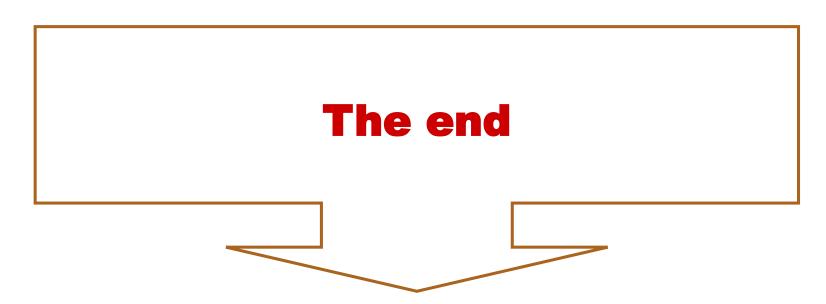
# Briefly describe your: skills, experience, personality

We believe we run a very professional library here at the Scientific Library of Alecu Russo Balti State University which is the biggest in the North of the Republic of Moldova (see our website <a href="https://www.libruniv.usarb.md">www.libruniv.usarb.md</a>).



# Benefits for your side

The reason we are applying for this programme is that we believe it meets our expectations in the field of library activity and gives us the opportunity of expanding our international contacts, sharing experience and comparing our library models, structures, database systems and cultural dimensions with other EU libraries. In addition we could use these contacts to further cooperation including large scale library projects.



We would be very grateful if you could consider our request and send us the names of universities /contact persons, etc who would be interested in library staff exchanges. Please reply to us at your earliest convenience (mail).

Thanking you in advance.

Yours sincerely





## How to Create an Effective and Successful PowerPoint Presentation



## The Toastmasters International Guide to Public Speaking



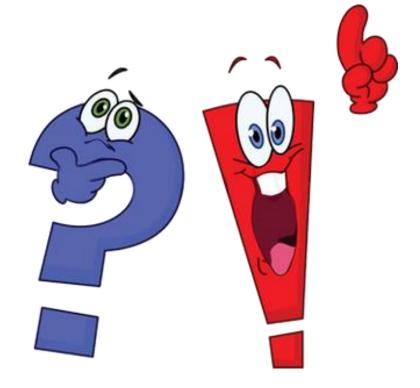




## Presentation. Planning and organizing

- The five Ws Why, Who, What, Where, When
- Brainstorm your ideas
   Write, edit, structure, develop, prepare
- Presentation
   the KISS principle Keep It Short and Simple
- Other Points

  Don't read, be ready for questions, don't go over your time





## Presentation Structure

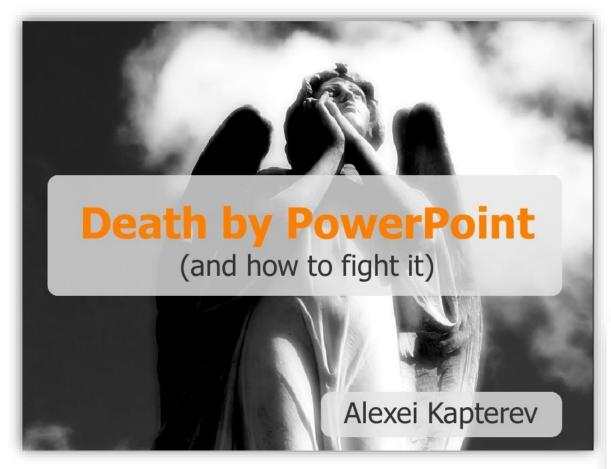
- ✓ Greeting;
- ✓ Introduce yourself and your talk;
- ✓ Present main sections and divide into parts 1, 2, 3 etc.,
- ✓ Summarize main points;

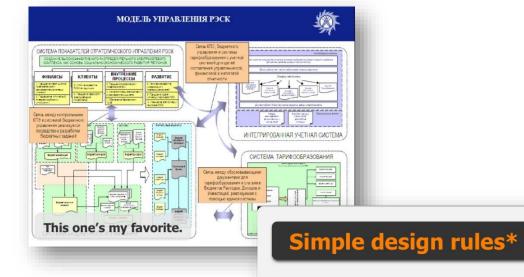
√ Thank audience for being so attentive and / or responsive;

✓ Invite questions.



## How can we avoid the most common mistakes





### Предстоящая тарифная кампания

- ФСТ должна утвердить федеральные факторы в новой структуре (они составляют – 90% от конечного тарифа). После этого региональные регулирующие органы должны утвердить тарифы для конечных потребителей в рамках предельных.
- Все федеральные факторы будут утверждены 20-30

People read faster than you speak.

- This means you are **useless**.
- Региональные регулирующие органы должны утвердить тарифы до принятия бюджета субъекта РФ.
   Во многих регионах это произойдет до утверждения ФСТ федеральных факторов.

- One point per slide
- Few matching colours
- **9** Very few fonts
- **4** Photos, not clipart

\* pun intended



# Practical aspect. Preparing for presentation



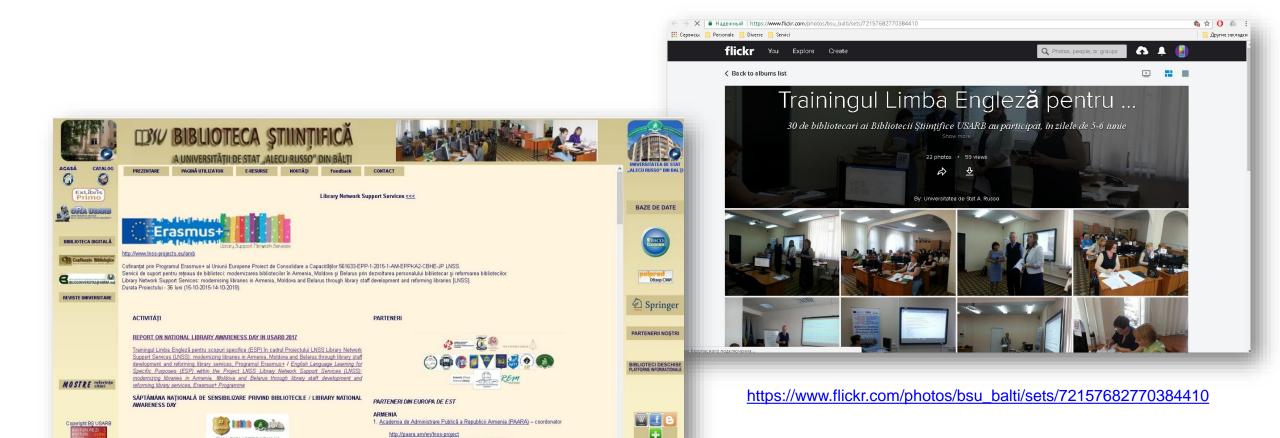


## **Awarding certificates**





### **Scientific Library web site**



http://libruniv.usarb.md/nou/170606/English\_Language\_Learning\_Specific\_Purposes.pdf

https://plus.google.com/u/0/117658938762803799557

ZIUA BIBLIOTECARULUI



## Sayings from the Impressions of the Participants

### **Valentina Topalo, Chief librarian:**

The unforgettable Days for university librarians. I participated at the Training on ESP organized by the Pyramid Group (Germany) for Balti university advanced librarians. The training was held by Dr. Gerard Cullen. The programme of the training was very busy. Dr. Gerard Cullen had to brief librarians during two days about how to make Europass CV according to the European standards, how to write a motivation letter and how to make a well and interesting PowerPoint presentation, including library's guiding and discussing on Erasmus + CBHE project website.

The training on ESP issues was a pleasant surprise and unique in the sense that the organizer impressed me not only by the excellent combination of the organization of the training, abundance of useful information, but with the way the material was selected and presented (the selection of video material for reflecting the presentation issue in the library). Another thing was improving of English language which will contribute to upgrading skills that are particularly important for my work environments, being combined a learning-by-doing approach. I wish the organizers success and all the best in their future activities.

### Gabriela Cazacu, Head librarian.

On 5th and 6th of June we had a very useful training "ERASMUS + Capacity Building in the Field of Higher education (CBHE) English for Specific Purposes Training". It was a great opportunity for us to improve our English and to practice the speaking. We learned a lot of interesting things for example how to write a letter of motivation, how to prepare a Power Point presentation. These things are very useful for us and we hope that in the future we'll have the possibility to have another trainings that help us to be in step with today's demands.

### Gherda Palii, librarian.

The training course English for Specific Purposes for group of advanced speakers was held in the Romanian Cultural Center. Four librarians from this group had a lot of possibilities to communicate, ask questions and learn.

Professor Gerard Cullen was our trainer. I was very impressed with his style of teaching. It was an interactive one, he created an environment of learning through exploration, questioning, and peer-learning. He encouraged us to speak and to discuss.

Mr. Cullen seemed very knowledgeable in his subject and drew upon real-life situations that he had been involved in when discussing Erasmus + CBHE project, both in answering individual questions, or contributing to one of the many group discussions.

This course has exceeded my expectations. It has been a pleasure taking it. It has been full of valuable information. I've really enjoyed the ,,practical experience" aspect of the course and certainly learned a great deal.

I want to thank for giving me the opportunity to be able to take a course of this quality. I am sure the information that you have given me will be of great value to me and my activity.

### Tatiana Pogrebneac, librarian.

For two days I had a great opportunity to communicate in English with a competent trainer Gerard Cullen who knew about the work of a scientific library. For the first time, I drew up my English CV and a letter of motivation indicating the strengths, motivating my intentions to participate in some training for lifelong learning. I also had a chance to watch a video lesson that provided me with information for writing and presenting a speech to the public. Of course, we were also engaged in such a speech that we all participated in. It was a great practice with many emotions. I understand that for excellence in English, I have a lot to learn, the weakest point being the lack of experience of cursive and laconic speech. I would like to thank the mentors and all the organizers for this project and this training, which has brought a opportunity for professional training.



