

Министерство образования и науки Российской Федерации

Федеральное государственное бюджетное образовательное учреждение  
высшего профессионального образования  
«ИВАНОВСКИЙ ГОСУДАРСТВЕННЫЙ ПОЛИТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ»

**Кафедра иностранных языков**

## **CAREERS IN THE CAR INDUSTRY**

*Методические указания по английскому языку  
для студентов II курса, обучающихся по направлению бакалавриата  
«Эксплуатация транспортно-технологических  
машин и комплексов»*

**Иваново 2014**

## **CAREERS IN THE CAR INDUSTRY**

*Методические указания по английскому языку  
для студентов II курса, обучающихся  
по направлению бакалавриата  
«Эксплуатация транспортно-технологических  
машин и комплексов»*



Данные методические указания включают в себя тексты и упражнения. Цель издания – подготовить студентов к чтению, пониманию и обсуждению текстов по специальности, способствовать развитию навыков перевода и устной речи в сфере профессиональной коммуникации.

Методические указания предназначены для аудиторной работы студентов II курса, обучающихся по направлению бакалавриата «Эксплуатация транспортно-технологических машин и комплексов».

## CAREERS IN THE CAR INDUSTRY

*Методические указания по английскому языку  
для студентов II курса, обучающихся  
по направлению бакалавриата  
«Эксплуатация транспортно-технологических  
машин и комплексов»*

Составители: ст. преп. Л. А. Наградова

доц. Е. Н. Жукова

Научный редактор Т.Г. Барышева

Редактор Т.В. Лукьянова

Корректор А.В. Николаева

---

Подписано в печать 20.05.2014.

Формат 60 × 84<sup>1</sup>/<sub>16</sub>. Бумага писчая. Плоская печать.  
Усл. печ. л. . Уч.- изд. л. . Тираж 30 экз. Заказ №

---

Редакционно-издательский отдел  
Ивановского государственного политехнического университета  
Отдел оперативной полиграфии Текстильного института ИВГПУ  
153000, г. Иваново, Шереметевский проспект, 21

# Unit 1

## 1. Read the following words.

Profession, career, future, speciality, realistic, interest, automobile, economy, operation, engineering, industry, design, production, idea, type, individual, technology, accessories, expert.

## 2. Read and translate the following word combinations.

Choosing a career, not a simple matter, to be realistic about one's abilities, to make a decision, automobile economy, technical operation of vehicles, automotive industry, automobile manufacturer, work experience, maintenance of motor vehicles, repair techniques, to check vehicles for damage, a savvy expert, to be responsible for, used car dealership, dent repair, interior repair, body paint, custom parts.

## 3. Read and translate the text.

### My Future Profession

I'd like to tell you a few words about my future profession. Everybody knows that choosing a career is not a simple matter. When making a decision about your future speciality, you must be realistic about your interests and abilities. As for me, I have been interested in automobiles since childhood. No wonder that now I study at the Highway Engineering Faculty of Ivanovo State Polytechnical University. I am a second-year student and my future speciality is connected with automobiles, automobile economy and technical operation of vehicles.

Some people mistakenly think that automotive industry is just the production of cars and trucks, but it is not quite so. Designers, engineers and artists all hold important auto industry jobs in the design department of an automobile manufacturer's corporate offices. Ideas are brought to life by draftsmen, model makers and other creative people who hold important auto industry jobs, working hand-in-hand with a research department.

There are many jobs in the auto field, depending on the individual's interests, skills and work experience. The graduates from the automobile and highway engineering faculties are skilled in designing cars, maintenance of motor vehicles of all types, technical operation of

automobiles. They must stay up to date on new technology and repair techniques.

Perhaps one of the most important automotive industry jobs is that of the motor vehicle inspector. A motor vehicle inspector has the job of checking various types of vehicles for damage and mechanical problems that could interfere with their safe operation.

Marketing the vehicles and the brands is also very important and requires a savvy expert who knows how to effectively present products to the general public.

Some graduates choose a career as a car salesman. A salesman is the type of person who enjoys working with other people. He is responsible for helping potential buyers find the right car for a price they can afford.

If you would like to become an expert or specialist in automotive sales, you can learn about all aspects of automotive sales and management and eventually become a business manager. Such training and experience may someday lead to owning your own dealership.

There are also options in the car industry for those who want to own a small business. Some owners open up their own used car dealership. Others work with dealerships to maintain vehicles such as dent repair, interior repair, and custom body paint. Some business owners work with car accessories. Accessories can also be a big industry as it includes car stereos, custom parts, and designer seats.

In conclusion I want to say that there are plenty of jobs in the automotive industry and salary depends on the specific job. Jobs in the industry with higher salaries are usually management positions, car sales, and mechanics. Training and education for a specific automotive career help people find the right job with a good salary.

A future career in the automotive industry will be a great opportunity for me to make a good living doing something I like to do.

#### **4. Answer the questions that follow.**

1. Is choosing a future career an easy matter?
2. What must young people be realistic about when making a decision?
3. Why did you make up your mind to become an engineer in automotive industry?
4. Did anyone advise you to choose a career?
5. What experts hold important auto industry jobs?
6. What does a motor vehicle inspector do?

7. What is a car salesman responsible for?

**5. Discuss the question with your partner.**

What options are there in the car industry for those who want to own a small business?

**6. Speak on your future profession.**

## **Unit 2**

**1. Read the following words.**

Service, to produce, conceptual, stage, person, line, mechanic, test, to vary, function, aesthetics, formal, training, phase, process, license, private, routine.

**2. Read and translate the following word combinations.**

Automotive plant, assembly line worker, car sales, auto repair, new car design, various positions, to design the vehicles, a target audience, maintenance and repair, to stay up to date on new technology and repair techniques.

**3. Read and translate the text.**

### **What Are the Different Types of Automotive Industry Jobs?**

It is common to think of the automotive industry as just the production of cars and trucks, but automotive industry jobs range anywhere from the conceptual stage of an automobile to sales and service years after the car has been produced. If a person lives near an automotive plant, he or she can probably get automotive industry jobs such as assembly line worker or mechanic, but plenty of other jobs exist within the industry that do not require a person to live and work anywhere near an automotive plant. Car transport, car sales, auto repair, marketing and various other positions all fall under the auspices of the automotive industry.

Designers of automobiles are engineers responsible for mocking up new car designs and testing those designs for function and aesthetics. These automotive industry jobs will require some formal education and training within the computer programs used to design the vehicles. The

amount of involvement the designer has in the production of a car can vary, but these designers are highly involved with the initial phases of design and production.

Automotive industry jobs that require little formal education include assembly line jobs, delivery, and in some cases, fabrication. At the other end of the process, a sales associate at a dealership may not require any education beyond high school, but each of these jobs will require some training and skill. Salespeople must be able to work well with customers and be organized enough to ensure the customer gets the product he or she needs and wants. Assembly line jobs require patience and dexterity in many cases, as well as an ability to pay attention to detail. Delivery drivers must obtain certain licenses that allow them to drive large trucks and tractor trailers.

Marketing the vehicles and the brands requires a savvy expert who knows how to effectively present products to the general public. These automotive industry jobs entail finding a target audience and tailoring ads and other marketing materials to that audience. Many automotive companies will hire outside marketing agencies to handle the advertising duties, while other manufacturers may build an internal marketing team that works full time for the company.

Perhaps one of the most important automotive industry jobs is that of the mechanic. Once the car is off the assembly line, it will need maintenance and repair. Auto mechanics will perform such repairs and maintenance, either as part of a larger company, or independently as a private mechanic. This person must stay up to date on new technology and repair techniques, and he or she must be able to perform routine jobs as well as more difficult automotive repairs.

#### **4. Answer the questions that follow.**

1. What is meant by automotive industry jobs?
2. What are designers of automobiles responsible for?
3. What are salespeople expected to do?
4. What can you say about marketing the vehicles and the brands?
5. What do you think is one of the most important automotive industry jobs?
6. Why must auto mechanics stay up to date on new technology and repair techniques?



**5. Prove the following statement using the information from the text.**

Plenty of jobs exist within the automotive industry.

## **Unit 3**

**1. Read the following words.**

Pre-production, range, assemble, quality, person, dealer, inventory, service, showroom, inventory, origin, concept, model, department, idea, individual, creative, test drive.

**2. Read and translate the following word combinations.**

Jobs range, line workers, to sell vehicles, showroom floor, quality control personnel, inventory control, custodial workers, automobile dealer's facility, finance officers, performing various auto industry jobs, to prepare vehicles for customer pick-up, a sheet of steel, raw materials, research department, to work hand-in-hand.

**3. Read and translate the text.**

### **What Are the Different Types of Auto Industry Jobs?**

Auto industry jobs range from pre-production, such as engineers who design automobiles, to line workers who assemble the vehicles and salesmen who sell vehicles on the showroom floor. Other jobs within the auto industry include mechanics, painters and truck drivers. Key auto industry jobs in the manufacturing plants run the gamut from quality control personnel to inventory control and even custodial workers. There are many auto industry jobs that are located within the automobile dealer's facility, such as porters who clean and prepare vehicles for customer pick-up and finance officers who arrange financing for new car buyers.

Most automobiles begin assembly as a sheet of steel or aluminum. Through the efforts of individuals performing various auto industry jobs, the raw materials are pressed, shaped and assembled into automobiles. This is not, however, the beginning of an automobile; the origins of any new vehicle begin as a drawing on an artist's sketch pad. Designers, engineers and artists all hold important auto industry jobs in the design department of an automobile manufacturer's corporate offices. Working

hand-in-hand with a research department, ideas are brought to life by draftsmen, model makers and other creative people who hold important auto industry jobs.

After a concept drawing and clay model of a prospective new vehicle have been produced, it is up to other workers with auto industry jobs to create the actual vehicle. Press operators cut and form sheets of steel into raw body and chassis components that will be welded and joined together to create a new vehicle. Workers in the engine plant will assemble an engine and transmission to power the new vehicle, while workers on the assembly line mount the drive train into the vehicle's chassis. The interior accoutrements, electrical wiring harness and glass will all be assembled as the vehicle makes its way down the assembly line.

Once final assembly is complete, the vehicle is loaded onto a truck or a train to be delivered to a new car dealer. The vehicle is readied for the lot by dealership employees who place wheel covers and floor mats in the new car, as well as wash and clean the vehicle to give a good impression to prospective buyers. Salesmen hold crucial auto industry jobs and offer customers information and accompany them on a test drive before completing the initial buyer's contract to sell the vehicle. The dealership's finance officer, who holds another of the auto industry jobs, will complete the buyer's contract before turning the customer back to the salesperson to deliver the vehicle to its new owner.

**4. Answer the questions that follow.**

1. What are key auto industry jobs in the manufacturing plants?
2. Who works within the automobile dealer's facility?
3. What are finance officers responsible for?
4. What is the beginning of an automobile?
5. Why do you think creative people hold important positions in design departments of automobile manufacturers?
6. What does a salesman do?

**5. Discuss with your partner the following question:**

In what way is a new vehicle created?

## **Unit 4**

**1. Read the following words.**

Range, automotive, commission, amount, vary, department, stereo, instrument, auto mechanics, exterior, interior, management, number,

machinery, assembly, specific, training.

## **2. Read and translate the following word combinations.**

Car industry careers, to own a small business, to operate on a daily basis, to work on commission, to depend on, to be in, to work properly, to run a department, to have college background, to maintain vehicles, to find the right job.

## **3. Read and translate the text.**

### **What Are the Different Types of Careers in the Car Industry?**

There are many car industry careers that range from working in a car dealership to a car factory. Some jobs may require a college education or previous experience, but many jobs in the automotive field are available to people who complete high school. There are also options in the car industry for those who want to own a small business.

A car dealership is one place to find a career in the car industry. Dealerships need many employees to operate on a daily basis. Some people choose a career as a car salesman. A salesman is responsible for helping potential buyers find the right car for a price they can afford. Most car salesmen work on commission, and their paycheck amount varies depending on how many cars they sell per week.

Other car industry careers could be in auto mechanics, body work, or the detail department. A mechanic works on the car's motor and other instruments when the car is not working properly. A person who is in the body work department is responsible for fixing dents and paint issues to the exterior of the car. Employees in the detail department clean the car's interior and get it ready to be shown to customers.

Car dealerships have a management team responsible for running all the different departments. Department managers are usually people who have worked in the car industry for a number of years and understand the business side of a dealership. Managers may be required to have some college background or business classes to be hired.

A car factory can be a different kind of job in the car industry. Factory workers use heavy machinery to create automotive parts for specific companies. Employees often work in an assembly line that will create an automobile from start to finish. Factory workers usually work on shifts that can be day or night.

Many small business owners work in the car industry. Some owners open up their own used car dealership. Others work with dealerships to maintain vehicles such as dent repair, interior repair, and custom body paint. Some business owners work with car accessories. Accessories can also be a big industry as it includes car stereos, custom parts, and designer seats.

There are many jobs in the automotive industry and salary depends on the specific job. Jobs in the industry with higher salaries are usually management positions, car sales, and mechanics. Training and education for a specific automotive career will help people find the right job with a good salary.

**4. Answer the questions that follow.**

1. What kind of education is required for car industry careers?
2. What is a salesman responsible for?
3. What other car industry careers can you name?
4. What does a department manager do?
5. What are factory workers engaged in?
6. What does salary in the automotive industry depend on?

**5. Express your opinion on the following statement.**

Many small business owners work in the car industry.

**6. Comment on the different types of careers in the car industry.**

## **Unit 5**

**1. Read the following words.**

Professional, variety, process, company, element, detail, display, focus, idea, generate, different, model, aesthetics, manufacture, market, regulation, priority, indicator, integrate, concept, scheme, innovative, architecture.

**2. Read and translate the following word combinations.**

To develop the look and feel of new cars, design team, concept stage, to generate ideas, to focus on the small elements and details, to compromise the car's ability to run, to design the car down to the last details, market surveys, environmental sustainability.

### **3. Read and translate the text.**

#### **What Does a Car Designer Do?**

A car designer works with a team of creative and engineering professionals to develop the look and feel of new cars. Design teams may be quite large, and they can include a variety of people involved in the process of designing new cars, ranging from people concerned with improving safety to people focusing on the aesthetics of the dashboard display. Having a degree in automotive engineering, art, or industrial design can be helpful for people interested in pursuing this kind of work, and may be required by many car companies.

Car designers start with the concept stage, discussing an entirely new design or a redesign. They talk about what they want to accomplish with the car and also integrate feedback from customers, dealers, and designers on previous models. This is used to generate ideas about how they want a new car to appear, allowing the designers to start creating sketches and mockups. As the process proceeds, these get more precise and detailed, and the car designer starts focusing on the small elements and details, ranging from the shape of the lenses used to cover the indicator lamps to the stitching on the seats.

The car designer is concerned with the aesthetics of the car, how it fits into a manufacturer's lineup, and what kind of message is being projected with the vehicle. They also have to think about issues like aerodynamics and safety, as some aesthetically intriguing features might compromise the car's ability to run. Working with engineers, they talk about design proposals and develop approaches to accomplishing them. Car designers think about color schemes, materials, and other fine details, designing the car down to the last details.

Car designers need to be familiar with safety regulations, as well as industry standards for safety and basic features on vehicles. Part of their work can involve coming up with innovative features and working with engineers on making these features available. Car design is usually heavily influenced by larger design and cultural trends, so people also need to be aware of how the general public is thinking. Research to look at modern art and architecture for influences is needed and market surveys can be used by a car designer to learn more about how people respond to proposed designs.

Designing cars can take months or years in some cases and requires an attention to detail, along with an ability to see the big picture. A car designer also needs to be able to work with people coming from diverse backgrounds with very different priorities, from executives who want to keep production costs low to engineers concerned about environmental sustainability.

#### **4. Answer the questions that follow.**

1. What professionals should be involved in the process of designing new cars?
2. What does the process of car designing start with?
3. What is the car designer concerned with and what main factors must be taken into consideration while working?
4. What do car designers need to be familiar with?
5. How long does it take to complete the process of designing a car?
6. Do you think the profession of a car designer is really attractive for creative people? Why?

#### **5. Topics for discussion:**

1. Car designers should have extensive knowledge in various fields.
2. The process of designing new cars.

## **Unit 6**

### **1. Read the following words.**

Review, to provide, report, inspection, to perform, valid, period, to select, technician, symptom, state, structural, to identify, potential, price, business, information, accident.

### **2. Read and translate the following word combinations.**

To review the details, to provide a report, to be valid for, level of knowledge, to miss items, driving safety, unsafe vehicle, independent assessment, to identify issues and costs, car ownership, thorough inspection, insurance claims.

### **3. Read and translate the text.**

## **What does an Auto Inspector Do?**

An auto inspector is responsible for reviewing the details of a vehicle and providing a report. There are three types of auto inspection: safety, condition and ownership. All three inspections are performed for a fee and are valid for a specific time period.

When selecting an auto inspector, it is important to ensure that they are licensed auto mechanics or repair technicians. The value of the inspection is based on the level of knowledge and skill that the inspector has. An unlicensed mechanic can inspect a vehicle and miss items that are symptoms of a larger problem or issue.

Safety auto inspectors are responsible for checking your vehicle for basic driving safety. They look at the brakes, tires, lights, windshield, steering and transmission. This type of inspection is usually required when purchasing a used vehicle. Most states have a law that all cars must be certified as safe before a license plate is issued. No insurance company will provide coverage for an unsafe vehicle.

Condition auto inspections are done when purchasing a used car. Many people want an independent assessment of the mechanical and structural features of a car before they purchase it. This type of inspection can take between one and three hours to complete. The purpose of the inspection is to identify potential issues and future repair costs. This information is very valuable when negotiating on the price of a vehicle and the purchase decision.

If the salesperson misrepresented the actual mechanical condition of the vehicle, you may decide not to purchase any vehicle from their business. It is important to remember that maintenance is one of the most expensive aspects of car ownership. A thorough inspection provides the information necessary to make an informed decision.

An ownership check is part of the services provided by an auto inspector. They must check if there are any outstanding liens on the vehicle, if it has been reported stolen or in an accident. They also need to check for insurance claims for flood damage, minor damage or vandalism.

A lien is a legal document that is used by financing companies to indicate ownership of the vehicle. The holder of the lien has provided money, using the car as security for the loan. If the loan is not paid and the lien removed, the company has the right to seize the car. Ownership rights extend over state borders, so it is important to check this carefully.

#### **4. Answer the questions that follow.**

1. What is an auto inspector responsible for?
2. What are the three types of auto inspection and how are they performed?
3. What is the value of the inspection based on?
4. When is safety auto inspection usually required?
5. What is the purpose of condition auto inspection?
6. Why is maintenance considered to be one of the most expensive aspects of car ownership?
7. What is a lien?

#### **5. Retell the text using the previous questions.**

### **Unit 7**

#### **1. Read the following words.**

Truck, setting, individual, particular, aspect, function, to utilize, category, diesel, manual, specific, to associate, brand, to specialize, sector, focus, garage, training, course, completion.

#### **2. Read and translate the following word combinations.**

To be skilled in, to call upon, lawn care equipment, riding lawn mower, to have an aptitude for, to provide services, acquisition of knowledge, to become proficient in, diesel engine, to provide opportunities, comprehensive training, repair shop.

#### **3. Read and translate the text.**

### **What Does an Auto Mechanic Do?**

Automotive mechanics are professionals who are skilled in the repair and maintenance of motor vehicles of all types. An auto mechanic may be called upon to work with cars, trucks, tractors and even lawn care equipment such as a riding lawn mower. Because the skills of the auto mechanic are required in so many different settings, an individual with an aptitude for mechanics can usually find work with ease.

An auto mechanic may choose to provide services in a general setting or focus on a particular aspect of the function of motorized vehicles. For example, the auto mechanic may pursue the acquisition of knowledge that makes it possible to repair cars and trucks that utilized



any type of engine and transmission. Other auto mechanics may choose to focus on a subcategory of auto repair, such as becoming proficient in working on diesel engines or manual transmissions.

An auto mechanic may also choose to focus on a specific type of vehicle. Many auto mechanics go through special certification processes to learn how to maintain and repair engines and transmissions on long haul trucks. Others may seek special certification associated with specific makes or brands of vehicles. Specializing in one particular sector of auto mechanics can provide opportunities to work in environments other than the local garage.

Training to be an auto mechanic usually begins with basic maintenance skills acquired in either the home environment or as part of elective training in a high school shop course. More comprehensive training is sometimes accomplished by working in a repair shop or garage and being involved in a mentoring program. Structured training in auto mechanics is also offered at technical schools, who award degrees upon completion of the course material. Many auto mechanics continue to pursue educational opportunities after securing a steady position. This is because innovations in technology often impact the function and structure of automobiles. The auto mechanic who stays abreast of the latest technology is very likely to remain in demand for many years to come.

**4. Answer the questions that follow.**

1. What are automotive mechanics skilled in?
2. Why do you think it is easy for an auto mechanic to find a job?
3. What options does an auto mechanic have when selecting a job in the automotive industry?
4. Why is it necessary for the auto mechanic to stay abreast of the latest technology?

**5. Discuss with your partner the following question:**

What does an auto mechanic do?

## **Unit 8**

**1. Read the following words.**

Jurisdiction, problem, person, emission, test, document, operator, to pass, standard, chance, reasonable, different, to determine, signal, absorber, show.

## **2. Read and translate the following word combinations.**

Motor vehicle inspector, jurisdiction's vehicle laws, to cause an accident, health hazard, to be fit for, to check a vehicle, to increase the chance, reasonable amount, to pass an inspection as-is, brake lights, hazard lights, shock absorbers, to keep in mind, to meet standards.

## **3. Read and translate the text.**

### **What Does a Motor Vehicle Inspector Do?**

A motor vehicle inspector inspects cars, trucks, vans, buses, and other types of motor vehicles based on his employer's requirements and his jurisdiction's vehicle laws. He determines whether the vehicles he inspects meet mechanical guidelines, which usually means they are road worthy and unlikely to cause an accident because of a common mechanical problem. Likewise, a person in this position may perform emissions inspections to check whether the exhaust the vehicles emit represents a health hazard. After performing the required tests, he usually documents whether the vehicle passed or failed and why. He might also provide the vehicle operator with proof that the vehicle passed the inspection or a list of problems that must be fixed before it will pass.

The job of a motor vehicle inspector is to check and document whether a vehicle is fit for the road based on his jurisdiction's and his employer's standards. This often includes checking a vehicle for damage and deterioration that might interfere with its operation or make it more likely to cause an accident. It may also include checking for signs of wear that make the vehicle unsafe. For example, if a vehicle's brakes are worn or damaged, this increases the chance that it will be unable to stop or unable to stop in a reasonable amount of time. As such, it is more likely to cause an accident and unlikely to pass an inspection as-is.

In the course of doing his job, a motor vehicle inspector usually checks many different parts of a car. He may, for example, check for cracks or other damage to the windshield and the other windows, for proper tread on all of the vehicle's tires, and for fuel leaks. An inspector will usually check the brakes as well, and determine whether the headlights, brake lights, turn signals, hazard lights, and windshield wipers work as they should. Often, a person in this job also checks the exhaust system. He might also check for problems with the horn, seat

belts, mirrors, shock absorbers, and frame.

It is important to keep in mind that the specific parts of a vehicle a motor vehicle inspector checks may depend on his employer and why he is performing the inspection. If he is inspecting his employer's fleet of trucks, the parts he checks might differ somewhat from those he checks to make sure vehicles that do not belong to his employer meet a jurisdiction's standards for safety and emissions. His employer may set additional or more stringent criteria, for instance.

Often, a motor vehicle inspector must also document the results of his inspection and provide documentation to the vehicle's owner or operator. In some cases, this also includes attaching a sticker to the vehicle to show that it passed inspection. If it failed, he typically provides the owner or operator with a list of changes required to make it inspection ready.

**4. Ask each other as many questions as you can about the job of a motor vehicle inspector.**

**5. Prove the following statement using the information given in the text.**

One of the most important automotive industry jobs is that of the motor vehicle inspector.

## **Unit 9**

**1. Read the following words.**

To interfere, typically, diploma, license, experience, certification, specific, range, to qualify, minimum, technology, program, candidate, to demonstrate, analytical, communication.

**2. Read and translate the following word combinations.**

High school diploma, driver's license, motor vehicle certification, manual dexterity, computer skills, to qualify for the job, to pay attention to, to demonstrate one's knowledge and ability, reading comprehension, job candidates.

### **3. Read and translate the text.**

#### **How Do I Become a Motor Vehicle Inspector?**

A motor vehicle inspector has the job of checking various types of vehicles for damage and mechanical problems that could interfere with their safe operation. To become a motor vehicle inspector, you will typically need at least a high school or General Educational Development diploma, a driver's license, automotive experience, and possibly motor vehicle certification. The level of experience and the specific certifications you will need will likely depend on the jurisdiction in which you plan to work and the company that hires you. In most cases, you will also need a range of important skills to qualify for this job, including mechanical abilities, manual dexterity, and computer skills.

Typically, employers require a minimum amount of education for a person who wants to become a motor vehicle inspector. In most cases, you will need at least a high school diploma to qualify for this job. Earning a diploma or certificate from an automotive technology program may also improve your chances of qualifying for this type of job, but it isn't always required. Likewise, an associate's degree in automotive technology may help you compete against other job candidates, but it isn't usually a requirement.

You will likely also need particular types of work experience to become a motor vehicle inspector. Many employers require job candidates to have at least a year of experience repairing motor vehicles to qualify for this job, though some may ask for additional experience as well. Some employers also specify how recent the experience must be to count. For instance, an employer may state that a job candidate's repair experience must have been within the last five years. Often, employers expect job candidates to have experience from working with automotive companies, but some may consider related work study programs suitable as well.

Licenses and certifications are often required when a person wants to become a vehicle inspector. You will typically need a valid driver's license, and some employers will want you to have certification as a vehicle inspector. To earn this type of certification, you will usually have to submit proof of your motor vehicle experience and driver's license, and then pass an exam to demonstrate your knowledge and

ability. Some certifying authorities will accept automotive technology schooling in lieu of experience, however.

You will also need a range of skills and abilities to become a motor vehicle inspector. You will typically need mechanical and analytical skills as well as the ability to pay attention to detail and stay organized. Communication skills, manual dexterity, and computer skills are usually required as well. Additionally, you may benefit from developing your reading comprehension and troubleshooting skills in preparation for this career.

**4. Answer the questions that follow.**

1. What kind of job does a motor vehicle inspector do?
2. What range of skills will a person need to qualify for the job of a motor vehicle inspector?
3. What kind of education and work experience must a job candidate have?
4. What documents are often required when a person wants to become a vehicle inspector?
5. What skills and abilities will a person need to become a motor vehicle inspector?

**5. Speak on the skills and qualifications an employer expects from the job candidates. Use the information given in the text.**

## **Unit 10**

**1. Read the following words.**

Factor, collision, to affect, pressure, natural, period, moderate, to operate, effect, mechanics, hydraulic, resistance, serious, stability, to compensate.

**2. Read and translate the following word combinations.**

Instant improvement, to glide down the road, to affect ride quality, to be able to do smth, to have effect on, driving conditions, to look for excellent ride quality.

### **3. Read and translate the text.**

#### **How Can I Improve Ride Quality?**

There are a number of factors that can alter a vehicle's ride quality, and almost all of them can be upgraded relatively easily. Rotating and balancing the tires often grants the greatest instant improvement in ride quality, and if the vehicle still pulls to one side afterwards, then it requires an alignment. Shocks and struts are another big factor in allowing the vehicle to glide down the road smoothly. If none of these improvements drastically increase the ride quality, then there is a chance that the vehicle's frame could be slightly bent from a previous collision.

The largest factor that affects ride quality is the tires and how they meet the road. On a new vehicle, the wheels should be perfectly aligned and each tire should glide across the pavement evenly. As drivers travel over rough terrain, the air pressure naturally drops and the wheels slightly favor one side over another. By rotating and balancing the tires, they are able to remain in good condition for much longer periods of time.

If the alignment is off by even a fraction on a vehicle, then it will pull towards the side of the roadway at moderate speeds. Not only does this make operating the vehicle more dangerous, but it also has a drastic effect on ride quality. The tires will also wear unevenly when an alignment is needed. As soon as a vehicle has the tires balanced to improve ride quality, it should be taken for a complete alignment. It is also important to note that some vehicles require a four wheel alignment, and the quality of this service can vary greatly between mechanics.

Vehicles have shocks and struts to absorb the wear and tear of everyday driving conditions. Shocks are made of a piston inside a tube that's filled with hydraulic fluid. When the vehicle encounters a bump, the piston moves through the fluid, which provides resistance and slows it down, lessening the bump for the people in the vehicle. An amateur could be seriously injured trying to change the shocks by himself. An upgrade in this area can often provide enhanced stability and a higher ride quality.

In rare cases, all of the above upgrades will not have a significant effect on ride quality. This usually indicates structural damage to the vehicle, and while the alignment can be adjusted to compensate for this problem, it will never be perfect. Many regions consider a wrecked

vehicle a total loss after a serious collision for this reason alone, and consumers looking for excellent ride quality should avoid these types of cars. While they can be properly repaired every now and then, usually they are not.

**4. Answer the questions that follow.**

1. What factors can alter a vehicle's ride quality?
2. What is the largest factor that affects ride quality?
3. What happens if drivers travel over rough terrain?
4. How can the tires remain in good condition for a long time?
5. What do you know about shocks and struts?
6. What types of cars should consumers avoid? Why?

**5. Express your opinion on the following statement.**

The largest factor that affects ride quality is the tires and how they meet the road.

## **Unit 11**

**1. Read the following words.**

Comfortable, financial, concern, situation, part, policies, figure, direction, disreputable, tactics, dealership, balance, upgrading, lead.

**2. Read and translate the following word combinations.**

To be persuasive, financial concern, to take into mind, to deal with customers, to take into account, to figure out, to ask open-ended questions, to do the talking and decision-making, on one hand, to shut down.

**3. Read and translate the text.**

### **What Skills Do I Need to Become a Car Salesman?**

A car salesman needs to know a lot about both people and cars. To become a car salesman, you need to be persuasive when it comes to selling things, know how to deal with uncomfortable situations, and take a customer's feelings and financial concerns into mind. For some people, the easiest part of being a car salesman is selling cars. It can be a bit more difficult to deal with questionable company policies and talking

customers into upgrades they did not plan on. Lastly, the best car salesman knows how to listen to a customer and take his or her suggestions, financial situation and concerns into account when choosing a car.

To become a car salesman, you need to know how to sell things, and not just anything, but expensive things people expect to keep for years. The best way to start is to figure out what the customer wants in a car. Learn to ask open-ended questions like, “What kind of car do you have in mind?” rather than, “Do you like sports cars?” An open-ended question cannot be answered with a yes or no, usually leading the customer into a longer conversation. The more you know about a person and his or her wants in a car, the more you can steer him or her in the right direction.

There are a lot of disreputable car dealerships with questionable tactics. Your place of work is up to you, but knows that you might deal with uncomfortable situations no matter how honorable the dealership is. To become a car salesman, you need to put money first; no one but the customer will be happy if you repeatedly give customers great deals that do not benefit the dealership or yourself much, if at all. You will need the skills to persuade customers into upgrading, buying add-ons, and more. In addition, in some cases you may have to deal with customers who cannot afford even the best deal you have.

To become a car salesman, you must find a balance between taking the lead and letting the customer do the talking and decision-making. On one hand, potential customers can easily talk themselves out of a car they can afford and might never consider upgrades they would genuinely enjoy. If a car salesman becomes too pushy, however, customers usually shut down and get annoyed. They stop talking about their wants and concerns and instead start feeling bossed around and might even leave rather than buy a car. The best car salesman knows when to talk and when to listen.

#### **4. Answer the questions that follow.**

1. What does a car salesman need to know about?
2. What is meant by questionable company policies?
3. Why do you think car salesmen try to ask open-ended questions?
4. How can a car salesman steer the customer in the right direction?
5. Why is it important to find a balance between taking the lead and letting the customer do the talking and decision-making?



**5. Discuss with your partner the following question:**

What does the best car salesman know?

## **Unit 12**

**1. Read the following words.**

Person, comfortable, career, sale, commissions, bonus, experience, legality, casual, course, leasing, introduction, option, consultant, expert, management, resume.

**2. Read and translate the following word combinations.**

One-on-one setting, automotive sales, great opportunity, making a good living, lucrative career, big-ticket items, to make a good deal of money, to offer tremendous bonuses, retail sales, to be helpful, specific techniques, dealer incentives, in an easy going way, lease options, previously owned vehicles, brand new vehicles, employment agency, proper training and experience, to hire employees.

**3. Read and translate the text.**

### **How can I Begin a Career in Automotive Sales?**

Are you the type of person who enjoys working with other people? Are you comfortable in a one-on-one setting? If so, a career in automotive sales may be a great opportunity for you to making a good living doing something you like to do.

Automotive sales is a lucrative career, one which usually depends in large part on commission rather than salary. However, automobiles are big-ticket items, which equates to large commissions. In other words, you don't have to sell too many cars to make a good deal of money. Many dealers also offer tremendous bonuses along with commissions.

Since automotive sales are a form of retail sales, beginning a career as a car salesperson will be easier if you have at least some experience or training in retail sales. A good knowledge of automobiles is also helpful. There are, in fact, courses and programs available that offer training in automotive sales and leasing. Such a course or program can provide you with knowledge regarding customer service, greeting customers and making introductions, learning more about the customer

in a casual, easy going way, specific automotive sales techniques, and qualifying buyers for financing, bonuses, rebates, and other dealer incentives.

You can also learn more about financing, legalities, lease options, and other skills that may help you become a sales manager. If you would like to become an expert or specialist in automotive sales, you may want to continue your education after you've been hired for the sales floor. You can learn about all aspects of automotive sales and management and eventually become a business manager. Such training and experience may someday lead to owning your own dealership.

Whether you hope to sell previously owned vehicles, brand new vehicles, or both, you can start your career right away if you have the proper training and experience. Look for an automotive sales career consultant, which is basically an employment agency for those who wish to work in the automotive field. Also, submit your resume to online employment sites, for example Showroom Today, which is specifically geared toward those who wish to find jobs or hire employees in the field of automotive sales.

#### **4. Answer the questions that follow.**

1. What can you say about a career in automotive sales?
2. What makes the beginning a career as a car salesperson easier?
3. What knowledge is important for those who wish to work in the automotive field?
4. What is a skillful sales manager expected to know?
5. How can you become a business manager?
6. Are you the type of person who enjoys working with other people?
7. Are you comfortable in a one-on-one setting?
8. Do you think you could be a good salesperson? Why?

#### **5. Express your opinion on the following statement.**

Automotive sales is a lucrative career.

## GLOSSARY

*automobiles and automobile economy* – автомобили и автомобильное хозяйство

*technical operation of vehicles* – техническая эксплуатация транспортных средств

*automotive industry* – автомобильная промышленность

*dent repair* – устранение (ремонт) вмятин

*body paint* – лакокрасочное покрытие

*maintenance of motor vehicles* – техническое обслуживание транспортных средств

*maintenance and repair* – обслуживание и ремонт

*designing cars* – проектирование автомобилей

*motor vehicle inspector* – инспектор транспортных средств

*condition auto inspection* – проверка состояния автомобиля

*unsafe vehicle* – небезопасный автомобиль

*actual mechanical condition of the vehicle* – фактическое механическое состояние автомобиля

*independent assessment* – независимая оценка

*savvy expert* – опытный специалист

*specialist in automotive sales* – специалист по продаже автомобилей

*used car* – подержанный автомобиль

*stay up to date on new technology and repair techniques* – оставаться в курсе новых технологий и методов ремонта

*assembly line* – сборочный конвейер

*quality control* – контроль качества

*inventory control* – инвентарный контроль

*checking a vehicle for damage and deterioration* – диагностика автомобиля на наличие повреждений и износ

*inspection as-is* – осмотр как есть

*accept in lieu of experience* – принять вместо опыта

*car accessories* – автомобильные аксессуары

*car dealership* – дилерский центр по продаже автомобилей

*add-ons* – дополнительное оборудование

*shock absorbers* – амортизаторы

*headlights* – фары

*brake lights* – стоп-сигналы

*turn signals* – сигналы поворота

*hazard lights* – аварийные сигналы

*windshield wipers* – стеклоочиститель ветрового стекла

*vehicle's ride quality* – ходовые качества автомобиля

*to stay abreast of the latest technology* – быть в курсе новейших технологий