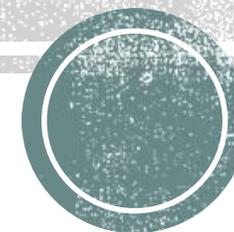




**Limba Engleză pentru scopuri specifice (ESP) :**  
**cunoștințe și abilități noi**

**English for Specific Purposes (ESP) :**  
**New Knowledge and Skills**

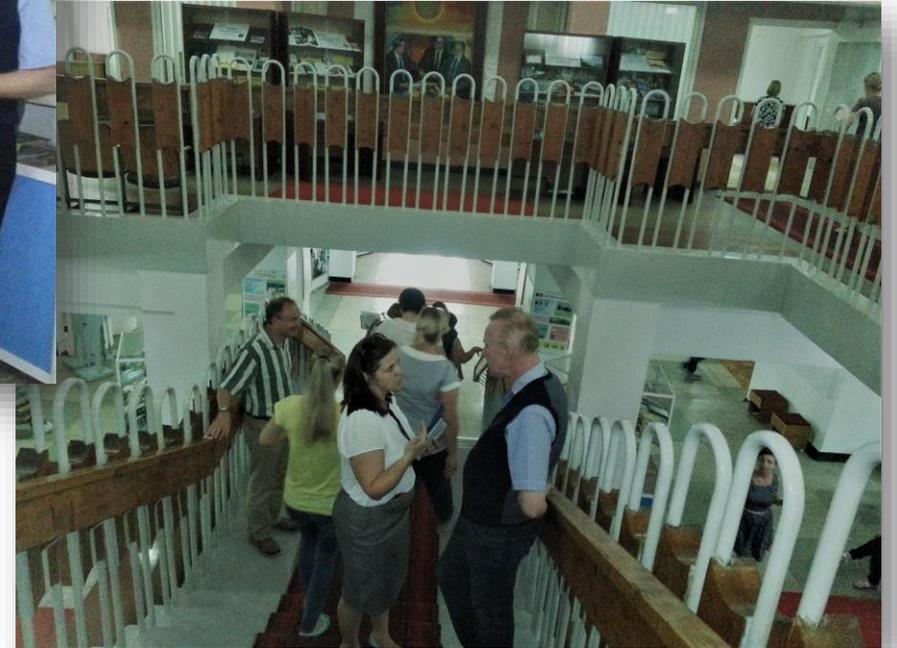


*Gabriela Cazacu, Gerda Palii, Tatiana Pogrebneac,*  
*bibliotecari USARB*

# Welcome to our Library



# Guided tour through library spaces



**A great opportunity to communicate in English with the best trainer**

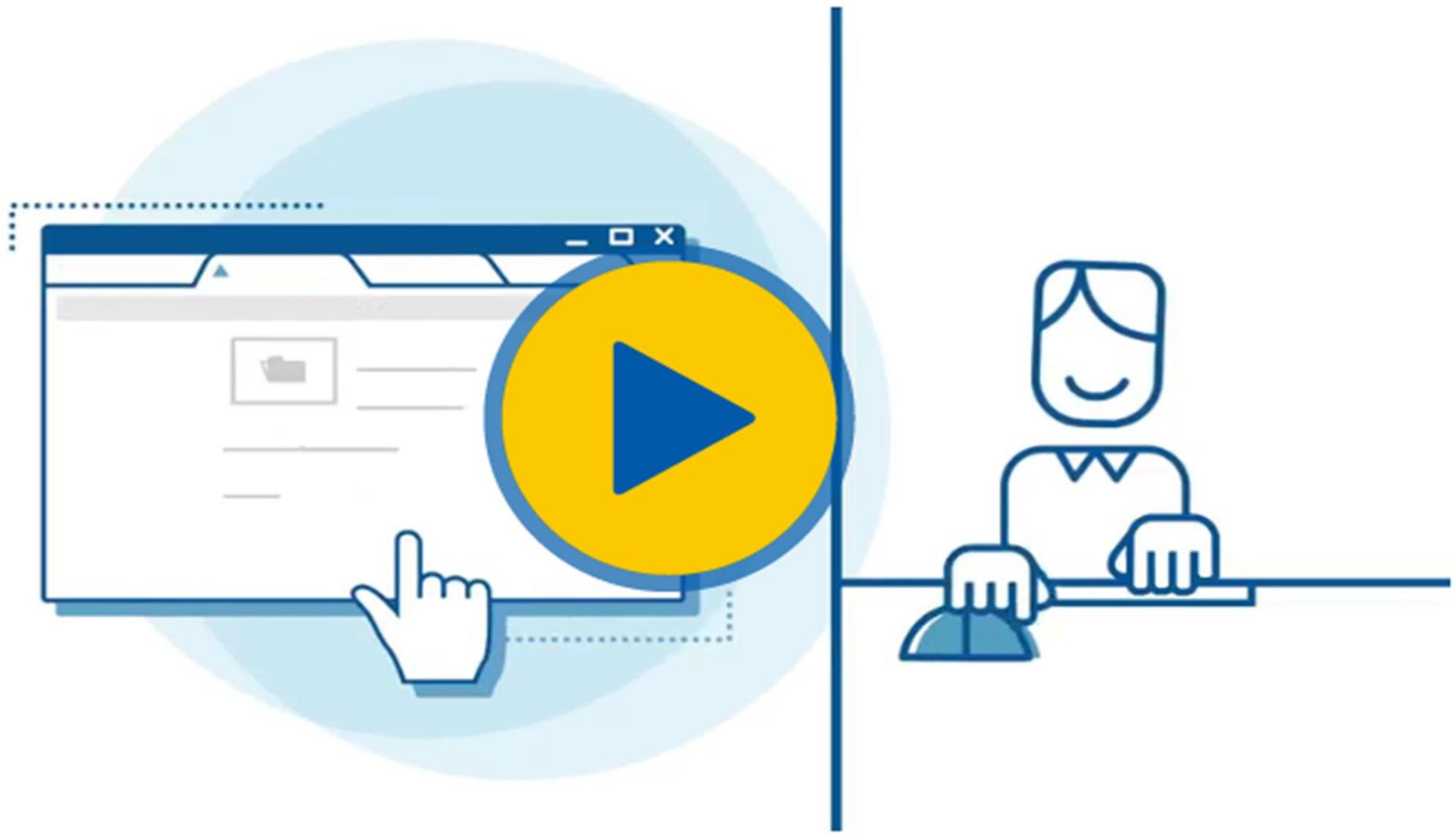


# Practical aspects



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

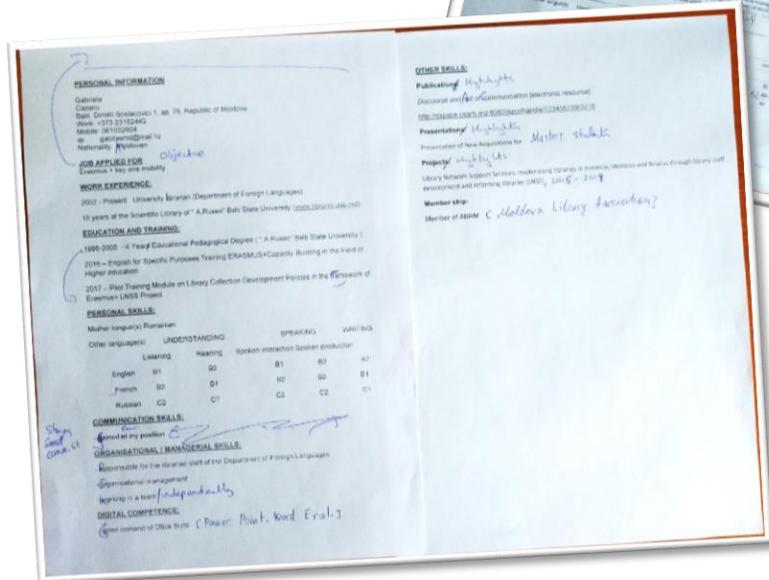
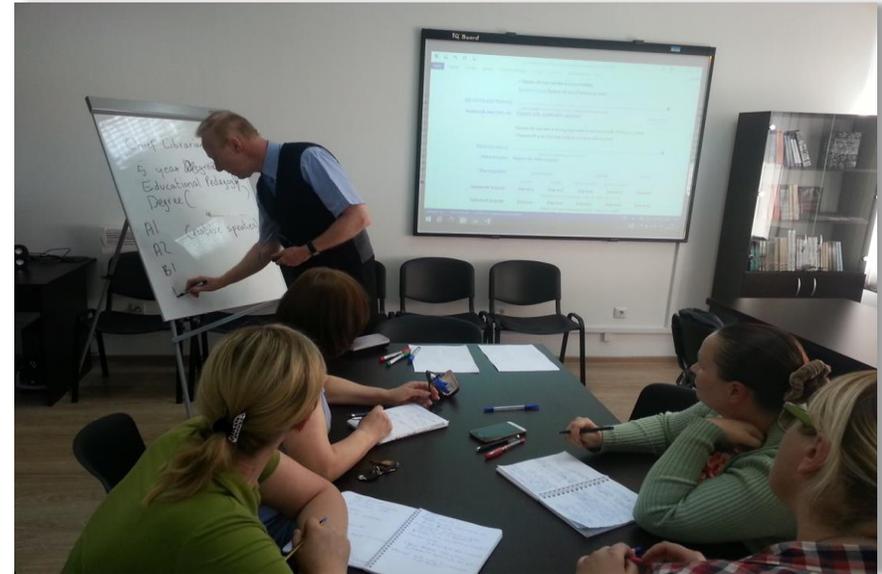
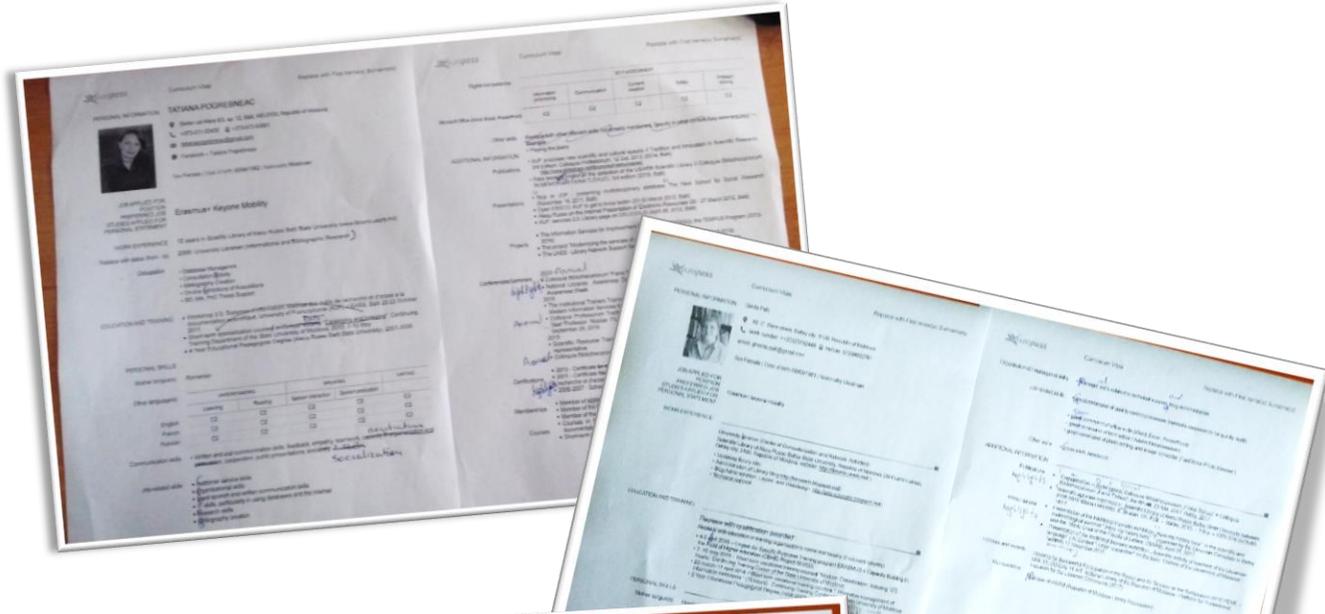




How to Elaborate a CV in Europass Version



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







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



**Biblioteca Națională din Armenia**  
*National Library of Armenia*



**Biblioteca Științifică a Universității de Stat „Alecu Russo” din Bălți**  
*Alecu Russo Bălți State University*



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



**How To Write  
a Successful Motivation Letter**

**I am ..., position, name of organization  
and I would like to apply for ... at your  
org.**

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+ [Key Action 1: Learning Mobility of Individuals](#) (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 [www.libruniv.usarb.md](http://www.libruniv.usarb.md)).



## **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.



**The end**

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

.....



Power point presentation.

Graduation paper.

Annual Coloc -?

Republic of Moldova Library Association

proof reading - redactarea

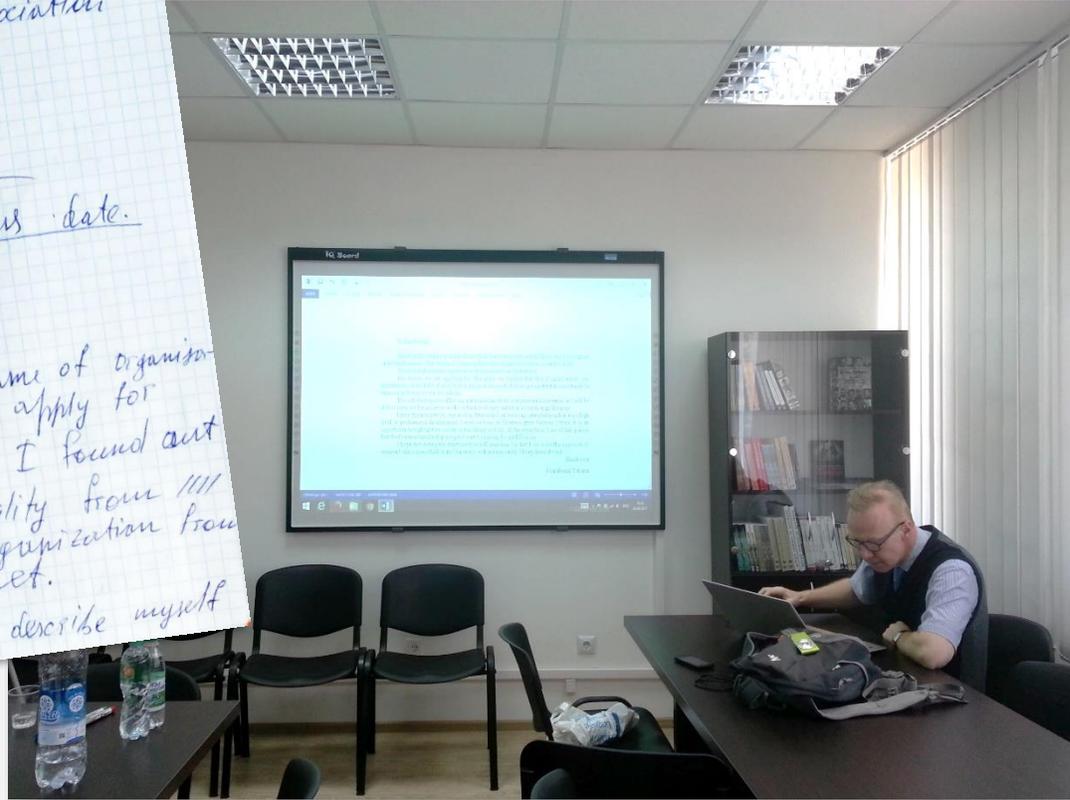
Letter of Motivation.

Adress date.

Dear Sir/Madam.

I am xyz position, name of organization. I would like to apply for xyz job at your org. I found out about this grant possibility from /// (I found out your organization from research on the Internet.

In brief, I would describe myself



II - The reason I am applying for this grant? position etc. (de ce vreau sa ma duc la o alta biblioteca)

III (skills, experience, personality).

IV What can I bring for them?  
If you accept me.. would be sharing experience and comparing our library mobility structures, database structures and database systems. In addition we could discuss cooperation including projects and student and staff exchanges. Further more, I would be willing to support you by helping you out in daily tasks.

I would be grateful if you could consider my request and reply me at your earliest convenience (mail)

Thanking you in advance.  
Yours faithfully  
(sincerely) ..-data etc)  
name

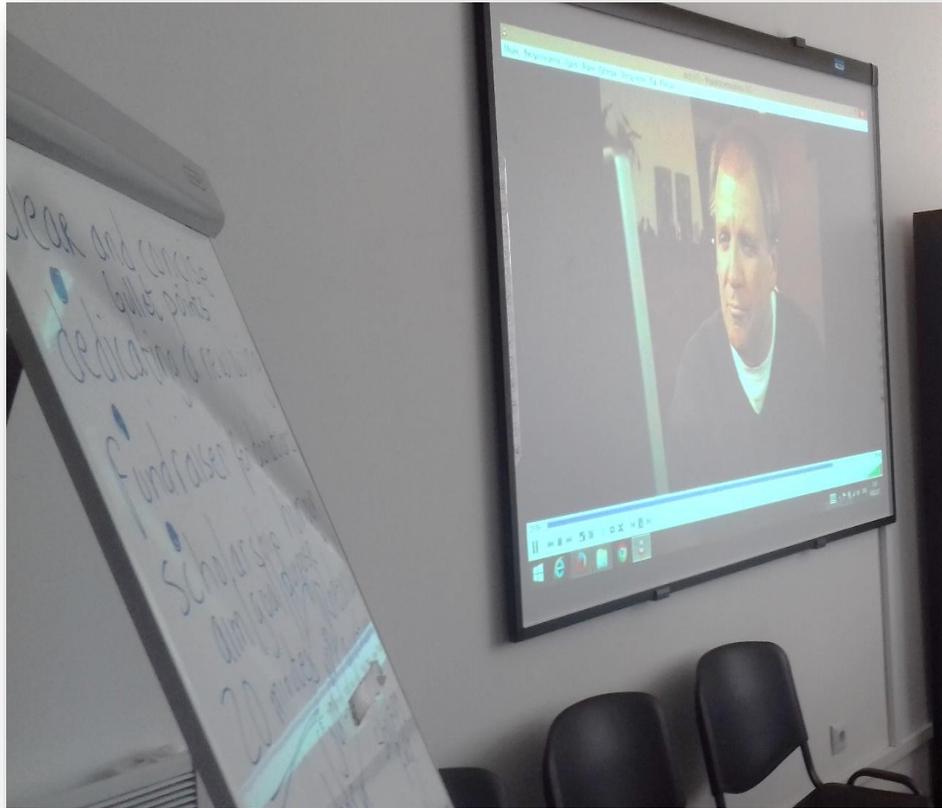
# How to Create an Effective and Successful PowerPoint Presentation



# The Toastmasters International Guide to Public Speaking

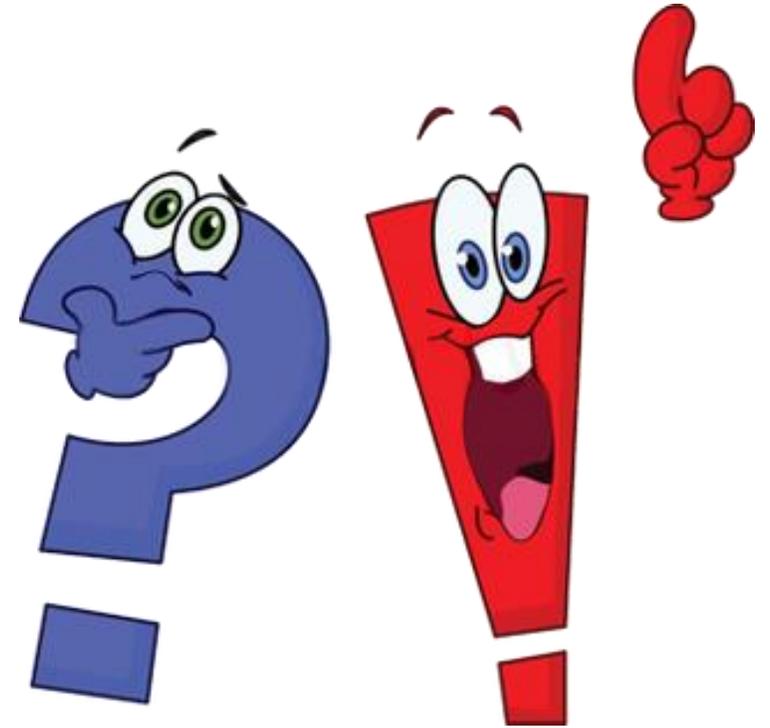


## Watching video guide to public speaking



# 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*

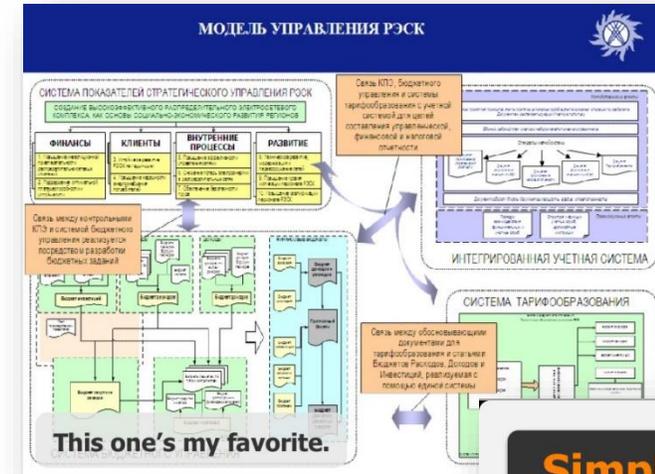


# Presentation Structure

- ✓ 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



## Simple design rules\*

- 1 One point per slide
- 2 Few matching colours
- 3 Very few fonts
- 4 Photos, not clipart

\* pun intended

### Предстоящая тарифная кампания

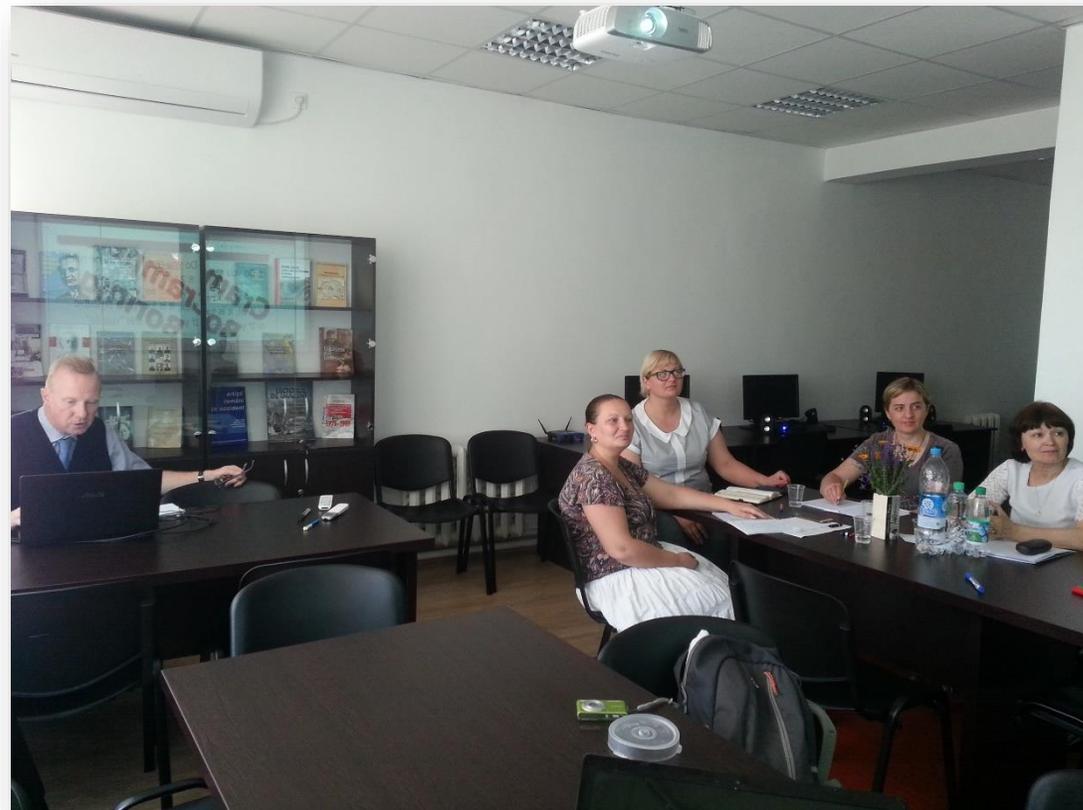
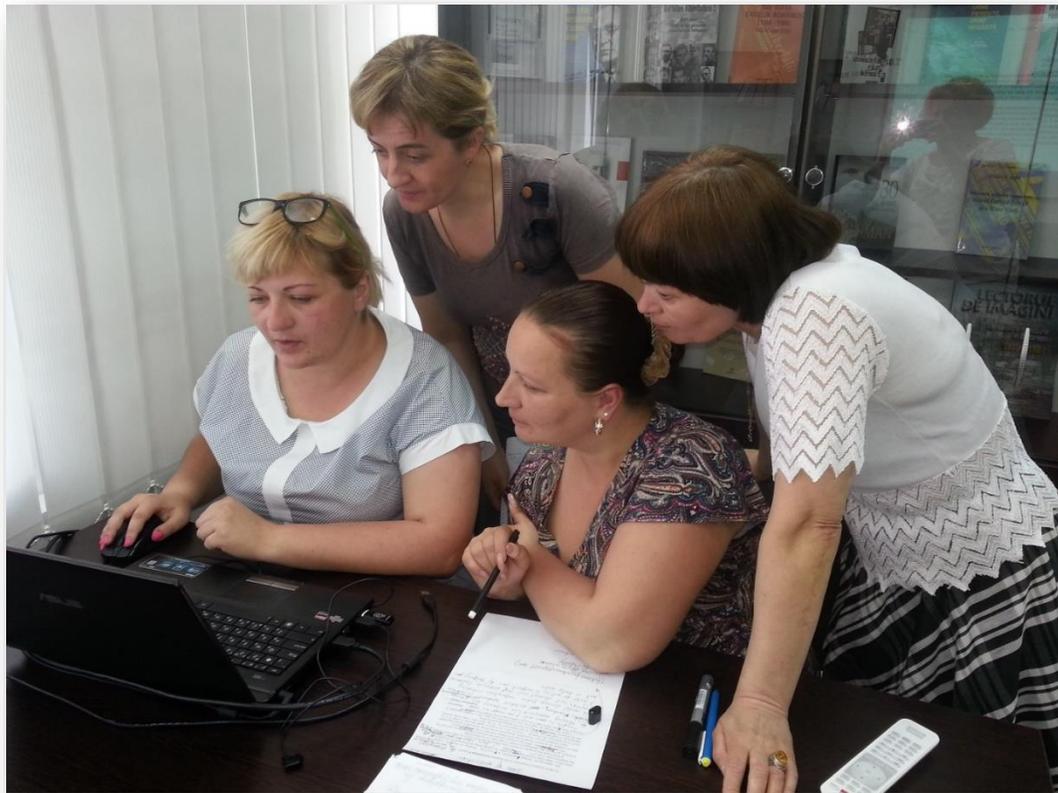
1. ФСТ должна утвердить федеральные факторы в новой структуре (они составляют~ 90% от конечного тарифа). После этого региональные регулирующие органы должны утвердить тарифы для конечных потребителей в рамках предельных.

Все федеральные факторы будут утверждены 20-30 ноября 2005 года. Процедура утверждения факторов утверждена Постановлением Правительства о порядке вывоза естественных монополий. Процедура утверждения факторов утверждена Постановлением Правительства о порядке вывоза естественных монополий.

2. Региональные регулирующие органы должны утвердить тарифы до принятия бюджета субъекта РФ. Во многих регионах это произойдет до утверждения ФСТ федеральных факторов.



# Practical aspect. Preparing for presentation



# Awarding certificates



# Scientific Library web site

The screenshot shows the homepage of the Scientific Library of the State University 'Alec Russo' of Balti. The header features the library's name in large letters and a navigation menu with options like 'ACASĂ', 'CATALOG', 'PREZENTARE', 'PAGINĂ UTILIZATOR', 'E-RESURSE', 'NOUȚĂȚI', 'Feedback', and 'CONTACT'. A central banner highlights 'Library Network Support Services' with an Erasmus+ logo. Below this, there is text in Romanian describing the project's goals: 'Servicii de suport pentru rețeaua de biblioteci: modernizarea bibliotecilor în Armenia, Moldova și Belarus prin dezvoltarea personalului bibliotecar și reformarea bibliotecilor'. The page also lists partners and sponsors, including the Ministry of Education and Science of Armenia and the Ministry of Education and Science of Moldova. Logos for ERIC, Polpress, and Springer are visible on the right side.

The screenshot shows a Flickr photo album titled 'Trainingul Limba Engleză pentru ...'. The album description reads: '30 de bibliotecari ai Bibliotecii Științifice USARB au participat, în zilele de 5-6 iunie'. It features a grid of 12 photos showing a training session in progress. The album is hosted by the State University 'Alec Russo'.

[https://www.flickr.com/photos/bsu\\_balti/sets/72157682770384410](https://www.flickr.com/photos/bsu_balti/sets/72157682770384410)

[http://libruniv.usarb.md/nou/170606/English\\_Language\\_Learning\\_Specific\\_Purposes.pdf](http://libruniv.usarb.md/nou/170606/English_Language_Learning_Specific_Purposes.pdf)



# 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 great opportunity for professional training.

