

Unit 12

Lesson 4

Session 15

Take part in job interview Write a CV

Curriculum Vitae Stefan Nielsen



NATIONALITY Danish

1 _____ 16 December 1989

2 _____ san@bluemail.dk

3 _____

2009–10 Bachelor of Arts in Business Management

2006–09 Certificate in Fashion Design

4 _____

2014–present Fashion Retail Manager: manage a team of 75 staff, develop marketing strategies, prepare weekly sales reports, develop programmes to improve customer service

2011–13 Assistant Store Manager: interviewed and trained new staff members, worked with Store Manager to choose monthly stock, managed window displays

5 _____ Languages: Danish and English
Good IT skills and knowledge of latest software systems

6 _____ Martial arts, badminton

7 _____ Doctor Mikkel Jensen, Copenhagen Business School
Astrid Malling, Illum Department Store, Copenhagen





Lecture
Time



▶ VOX POPS VIDEO 12

Working Environment

**Present Perfect (for, since)
to talk about
Jobs, Professions**

Changing Face of Work

**Infinitive with to
for, what a job involves**

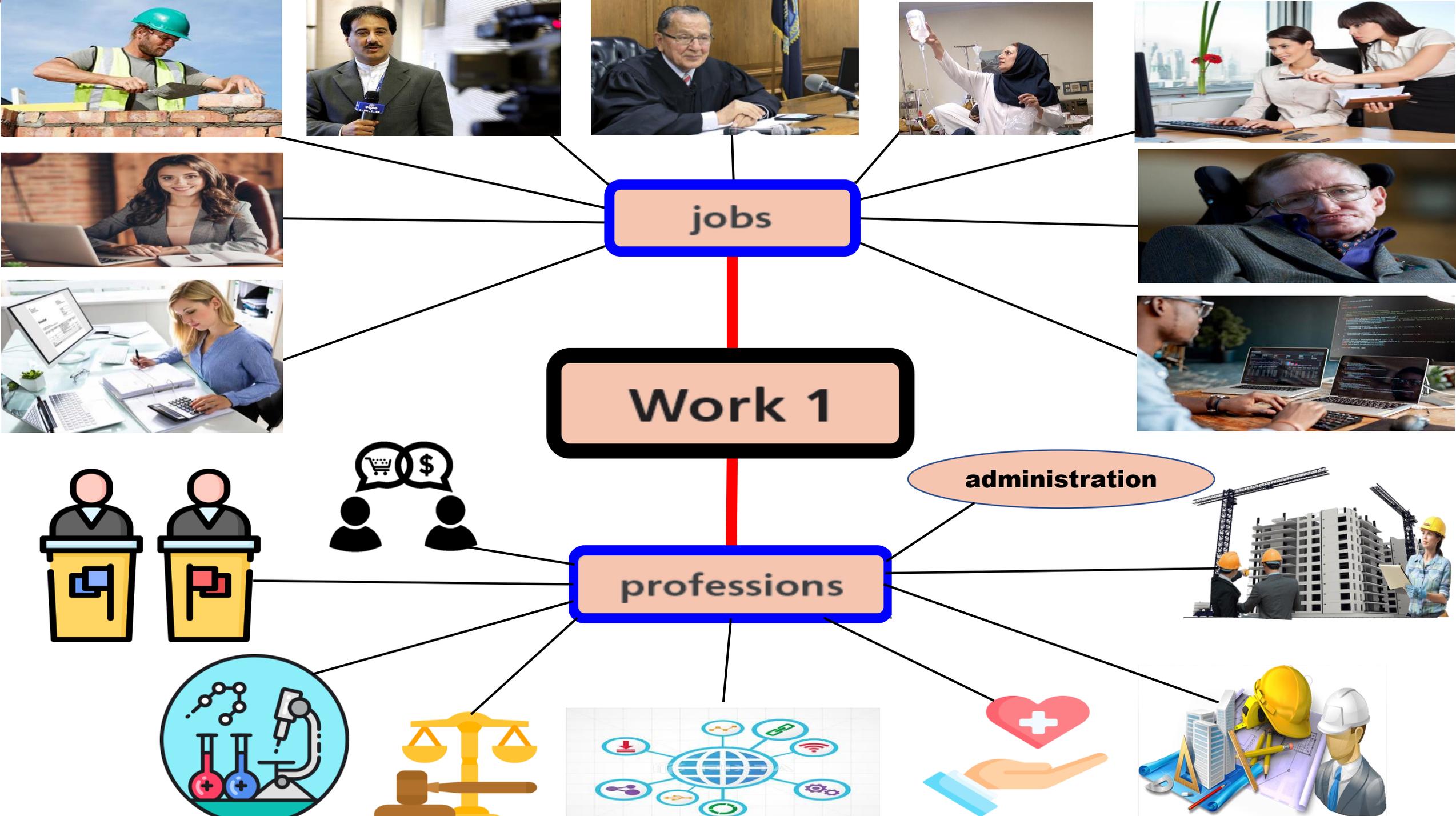
**Unit 12
Work**

**Vocab
skill development**

**Phrases with (in)
Linkers for Surprising info**

Speaking - Writing

**Take part in job interview
Write a CV**



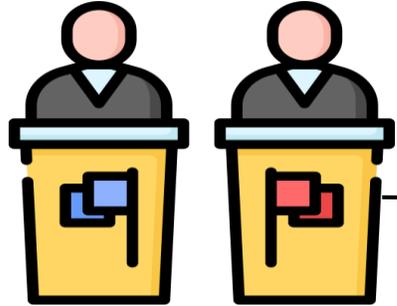
jobs



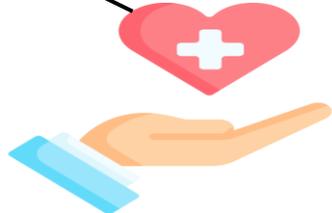
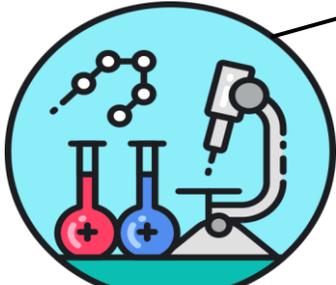
Work 1

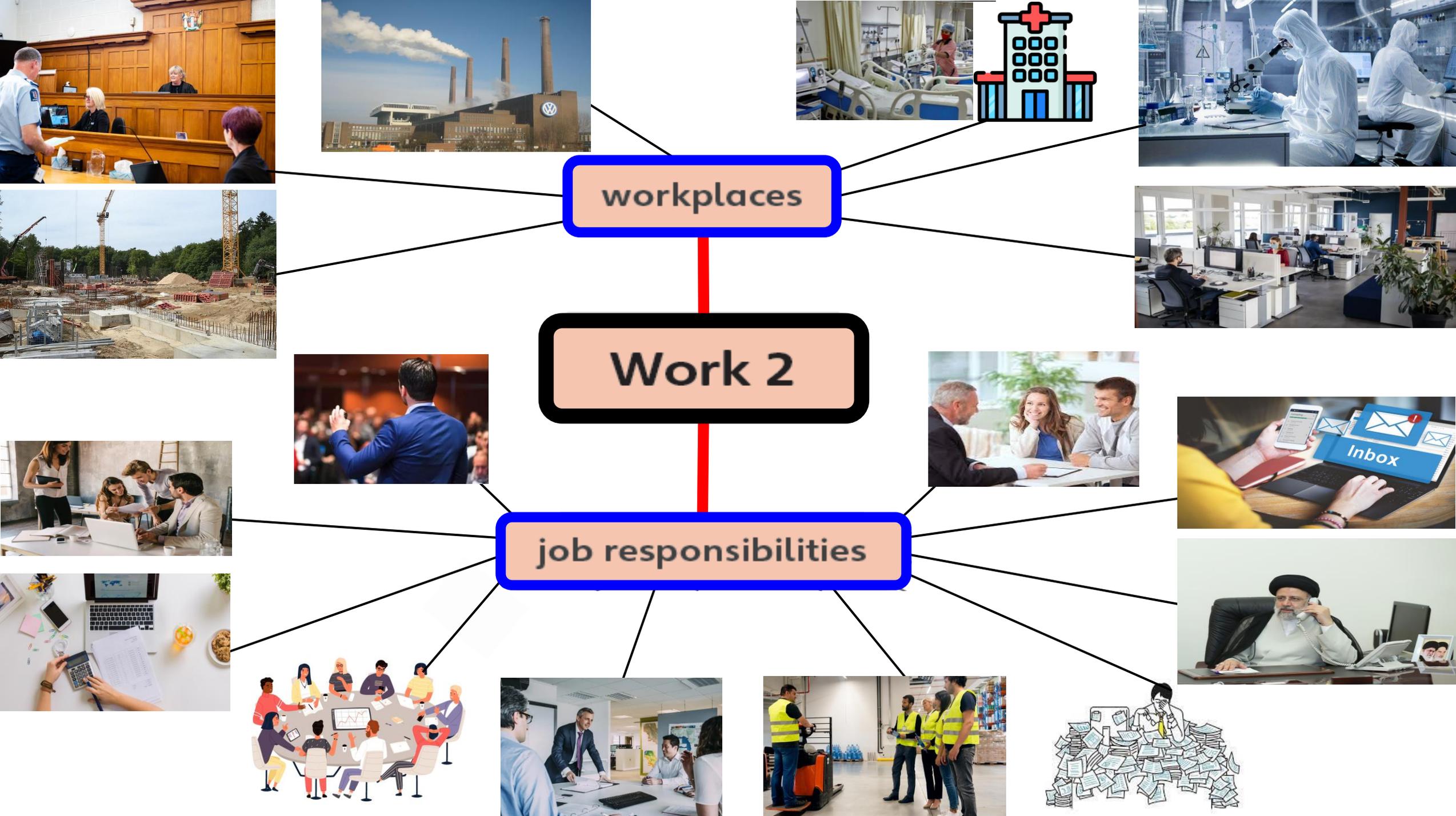


administration



professions

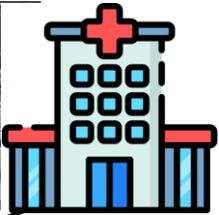


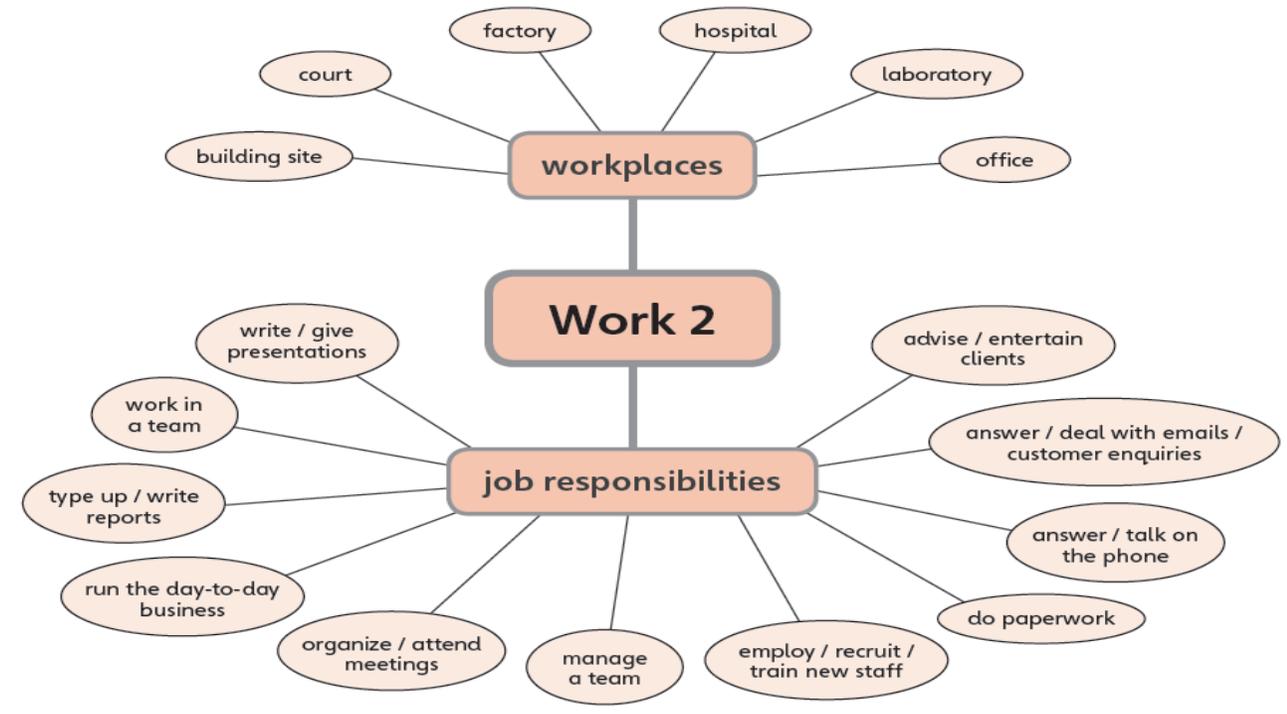


workplaces

Work 2

job responsibilities





Navigate

B1

Unit 12

The changing
face of work

What was the last **interview** you had ?

Complete sentences with **your own ideas**

1. I like my job. **However**, _____.

2. He _____, **even though** he couldn't afford it.

3. We _____, **despite** the bad weather.

Ask this question to your friend

Charge

mess

front

hurry

common

trouble

Five years' time

1. Do you feel as if you're always _____?

2. Have you ever had to speak _____ of a big audience?

3. Do you have a lot _____ with your closest friends?

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Background note: LinkedIn is a business-related social media service which people use for professional networking. It was launched in 2003 and by 2013 had nearly 260 million members. The service is available in 20 languages. Members have a profile page which is like an online CV and they make and recommend professional connections with other members.



What kind of info should a CV contain? How long should it be?

Complete the CV with the headings in box

skills

Referees

interests

Date of birth

Email address

Work experience

Education and Qualifications

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1 min
Meditation

Look at an extract from another CV. The words, phrases in *Italic* are too **informal**. Replace them with more **formal** words, phrases from box

Good knowledge of

assisted

fluent

managed

basic

attended

training

developed

provided

On request



Work Experience

Assistant Sales Manager,
SK Medical Equipment:

- ¹ *was the boss of* a team of 20 sales reps
- *gave* ² *lessons* in sales skills to new staff
- ³ *made* a sales and marketing plan
- ⁴ *went to* sales conferences regularly
- prepared proposals and ⁵ *gave* sales reports every day
- ⁶ *helped* the management in special projects

Skills

- Spanish (⁷ *brilliant*) Turkish (⁸ *a few words*)
- ⁹ *know a lot about* the latest sales software

Referees

¹⁰ *I can give you these if you ask me*



Rest Time

Danielle has applied for 1 of the jobs in the adverts.
Listen to the first part of the interview. **Which job is the interview for?**

a

Flight attendants for Spanish airline wanted. Minimum experience three years. Must speak some English.

09857 423 1068

**b**

Canadian news website needs sports writers to report on matches and sports news

08234 431 3491

Office administrator required for small company. Will be responsible for the day-to-day running of the office, including answering the phone, dealing with enquiries, doing paperwork

c

Listen to the rest of interview,
note down **Danielle**'s answers to these questions.

12.7)))

a. What **qualifications** have you got for this job?

b. How much **experience** do you have?

c. Why do you want to work for **this company**?

d. What are your **strengths** and **weaknesses**?

e. what's your greatest **achievement**?



Choose the correct option to complete **Danielle's** answers.
Then listen again, check answers

12.7)))

12.8)))

1. **I've got a university degree in** journalism – sport science.

2. **I've worked as** a sports journalist for two – six years.

3. **I'm currently working for** a teenage sport – an ice-hockey magazine.

4. **I'd really like to get into** newspaper – online publishing.

5. **I can** work well in a team - quickly

6. **I'm good at** interviewing sports people – working alone

7. **I find it hard to** say NO – get up early.

Answering questions in an interview

I've got a university degree in ...

I've work as a ...

I'm currently working for ...

Talk about qualifications - experience

I'd really like to get into...

Talk about what you'd like to do

I can ...

I'm good at...

I find it hard to...

Talk about strengths, weaknesses, achievements

Take turn to use expressions in bold in exercise A to make sentences about yourself

1. **I've got a university degree in** journalism – sport science.

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Take part in job interview
Write a CV

من تا اینجا، این مهارت رو کسب کردم که ...



Write a CV for yourself or a person you know well. Use the CV in previous exercise and the words, phrases in exe3 to help you

Workbook 85

Workbook 86-87

Student book 125

4 **TASK** Write a CV for yourself or a person you know well. Use the CV in exercise 2 and the words and phrases in exercise 3 to help you.

9a **TASK** You are going to role-play an interview for one of the jobs in exercise 5. First choose one of the job adverts.

Student A You are the interviewer. Use the questions in exercise 6a and write two more questions.

Student B You've got an interview. Prepare answers to the questions in exercise 6a. Use the Language for speaking box to help you.

Now role-play the interview.

