

## JOB INTERVIEW.- Session 1.- Writing a CV.

### Situation

Read the text and listen to the situation.



Susana and Lourdes are starting to feel very pleased with all the things they are learning in London. They are improving their English and they are **gradually** getting used to working in a big company.

Mr Parker has some news for them: "Hello girls! How are you **getting on with** everything? Very well, I suppose."

Lourdes **struggles** to hide a smile and thinks: "He answers his own questions!"

Mr Parker continues: "We are going to **hire** new **staff**, because of the enormous amount of work we have at the moment. I'd like you to take this opportunity to learn about the **recruitment** process here, at British Corporation. First of all, candidates need to send us a CV in order to **apply for** a position together with a **covering letter**. By the way, you know how to write those documents in English, don't you?"

"Well, you see Mr Parker, we kind of wrote a CV in English before we came here to London. But, to be **honest**, it's not very good.", replies Susana.

Mr Parker sets the girls their first task of the day: "Well, then. That's your first task today: you have to write a good CV in English. You might need it in the future if you want to apply for a job here in the UK. Don't forget that you can ask me any questions you might have. I'll be back by noon to see how you are doing. Excellent idea!"

"And now he congratulates himself on his own ideas. This man is unbelievable!", thinks Lourdes while trying not to laugh.

Lourdes and Susana immediately **set themselves to the task** of finding information about writing a good CV.

Lourdes seems to be very **enthusiastic** about their new project: "You know, Susana, this may be a good opportunity for us. We are going to learn a lot about the recruitment process in a big company and we are going to learn how to write the documents we need in order to apply for a job in an English-speaking country. Imagine, one day we might even get a job in London. Wouldn't that be fantastic?"

Susana, **on the other hand**, is not as excited as her friend: "If you say so..."



### Now it's your turn

Write in the forum:

- ✓ Have you ever applied for a job?
- ✓ Have you written your curriculum vitae?
- ✓ What things do you think a good CV should include?
- ✓ Do you think the **layout** is important?

Submit



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## 1.- What to say: The Dos and Don'ts of CV writing.

### Quotation

"The only place where success comes before work is in the dictionary."

*Donald Kendall.*

### Situation

The girls start to surf the Internet and soon realise that there are many websites in which different people give advice on how to write a good CV.



Susana is not very happy with the task they've been given. "I'm really tired of reading stuff about recruitment, CVs, cover letters... Can't we have a break...please?"

"Yes, in a minute. Look, I think I found something useful. It's a list of dos and don'ts. Let's read it. I think it will help us to write a good CV." Lourdes shows her friend the following list:

#### The Dos and Don'ts of CV writing:

##### Dos:

- ✓ **Proofread** it: no grammar or spelling mistakes.
- ✓ Ensure the cv looks professional.
- ✓ Use relevant keywords.
- ✓ Nclude all the relevant points.
- ✓ Use positive language.

##### Don'ts

- ✓ Use **jargon** or **slang**.
- ✓ Start each sentence in the first person.
- ✓ Make it too long.
- ✓ Get creative.
- ✓ Include a photo.

"What do you think? Pretty useful, isn't it?"

Susana is already walking through the door. "Yes, sure! **Hurry up**, I want one of these delicious muffins out of the **vending machine**."



### Now it's your turn

**Give your opinion in the forum:**

- ✓ Which of the above-mentioned dos and don'ts do you find most useful?
- ✓ Do you have any other recommendations?

## 1.1.- Writing a CV.

Let's learn how to write a good Curriculum Vitae.

A CV (or résumé in the USA) is a one or two page summary of your personal details, education, skills, achievements, work experience and interests. The purpose of your CV is to get an interview where you can sell yourself. A successful CV should be simple, concise and easy to read. It should be written with the [prospective](#) job in mind:



A CV should include:

- ✓ PERSONAL DETAILS: name, address, telephone, email, date of birth, nationality...
- ✓ EDUCATION/PROFESSIONAL QUALIFICATIONS: including dates and places.
- ✓ WORK EXPERIENCE: including detailed data relevant to the job you are applying for.
- ✓ LANGUAGES: specify your command of languages: level, certification, etc.
- ✓ INTERESTS AND HOBBIES.
- ✓ OTHER INFORMATION: any other information that has not been included before and can be relevant for the job i.e.: driving licence, own car, computer skills...
- ✓ REFERENCES/REFEREES: two people that know you professionally so that they can give reference about your work when asked; you should provide as much information as possible about them (email, telephone, work address, etc.), so that your future employer can contact them easily.

Remember: A CV is generally one side of A4, maximum 2 A4 pages.

### Translation

[Click to read the spanish translation.](#)

You can download a sample CV here. It might help you to write your own.

[Sample CV](#). (0.11 MB)

### You should know

For more information on writing CVs log on to the English Club site.

[Writing CVs.](#)

Visit also the BBC website for its page on getting a job.

[Getting a job.](#)

## 1.2.- Now you put it into practice.

Are you ready to test what you have learned about CVs? Let's see.



### Now it's your turn

Try to match the headings with the ideas related.

#### Matching the basic elements of the CV

Curriculum Vitae	Match	Ideas related to headings
Personal details	<input type="checkbox"/>	1. Advanced programming capability.
Education	<input type="checkbox"/>	2. Portuguese: Intermediate / Arabic: False Beginner.
Languages	<input type="checkbox"/>	3. Travelled round the world 1995 – 1996.
Other information	<input type="checkbox"/>	4. One year working experience as administrative assistant.
Professional experience	<input type="checkbox"/>	5. Peter Jones, 25 years old, British.
Hobbies and interests	<input type="checkbox"/>	6. A-levels: Geography (A), Maths (B), English (B).

Submit



### Now it's your turn

Watch this video and do the listening activity. Are the sentences true or false?



[Text summary](#)

Your CV should be no longer than two pages.

- True.
- False.

Your CV should start with a long personal profile.

- True.
- False.

**When giving details of your employment history start with the first job you had and finish with your present job.**

- True.
- False.

**In the education section you should include every course you've done.**

- True.
- False.

**You should state that references are available if needed.**

- True.
- False.

## 2.- How to say it: Verb + ing or infinitive.

### Think about it

Read the following sentences carefully. What is the difference between them?

- ✓ *The students don't mind going to class early.*
- ✓ *The students want to go to class early today.*



#### VERB + -ING

- ✓ Some verbs are sometimes followed by -ing.  
*I avoided talking to him.*
- ✓ These include: admit, deny, dislike, feel like, give up, mind, avoid, discuss, enjoy, finish, mention, practise, suggest, take up, miss, understand, recommend.

#### Helpful tips

- ✓ After a preposition, we usually use -ing: *I'm afraid of flying.*
- ✓ We can also use the -ing form as the subject of a sentence: Gardening is great fun!

#### VERB + TO + INFINITIVE

- ✓ Some verbs are sometimes followed by TO + infinitive.  
*James agreed to help me.*
- ✓ These include: advise, choose, help, afford, decide, hope, agree, expect, invite, learn, manage, offer, plan, pretend, promise, refuse, seem, teach, tell, want, would like.

#### VERB + INFINITIVE (WITHOUT TO)

- ✓ Some verbs are usually followed by an object + bare infinitive (without to).  
*I let him take my book home for one night.*
- ✓ These include: let, make, help.

#### VERBS FOLLOWED BY EITHER -ING OR TO + INFINITIVE

- ✓ Some verbs can be followed by either -ing or the full infinitive.  
*I started liking / to like Sarah after she helped me with my problem.*
- ✓ With some verbs, **the meaning is the same or nearly the same.**
- ✓ These include: begin, continue, hate, like, love, prefer, start.
- ✓ With some verbs, **the meaning changes.**
- ✓ These verbs include:
  - remember
    - have a memory in your mind: *Do you remember seeing that film?*
    - do something you are/were planning to: *You must remember to lock the door.*
  - forget
    - not be able to remember a past event: *I'll never forget meeting the President.*
    - not do something you are/were planning to do: *Don't forget to invite Mary to the party!*
  - stop
    - stop an action: *I stopped working for them because I started my own business.*
    - interrupt an action to do something else: *It's difficult to concentrate if you have to stop to answer the phone every five minutes.*
  - try
    - do something to try and solve a problem: *If you have problems sleeping, you should try doing yoga.*

→ make an effort to do something: *I tried to say I'm sorry, but she wouldn't listen.*

## Translation

[Click to read the spanish translation.](#)

## 2.1.- Now you put it into practice.

Let's test some of the things that we have learned in this lesson. Are you ready?



### Now it's your turn

Choose the correct answer to complete the sentence.

She denied \_\_\_\_\_ the mobile phone, but no one believed her.

- Take.
- To take.
- Taking.

She hopes \_\_\_\_\_ for an international accounting firm in the future.

- Wok.
- To work.
- Working.

My parents have decided \_\_\_\_\_ a party to celebrate their anniversary.

- Have.
- To have.
- Having.

Do you remember \_\_\_\_\_ to school when you were about six?

- Go.
- To go.
- Going.

You can make the dog \_\_\_\_\_ to you by shouting 'sit'.

- Sit.
- To sit.
- Sitting.

There's no answer at home. Let's try \_\_\_\_\_ the office.

- Call.
- To call.
- Calling.



### Now it's your turn

Complete the sentences with **-ING** or **TO + infinitive**.

1. My uncle finally gave up \_\_\_\_\_ (smoke) at the age of fifty.
2. I really enjoyed \_\_\_\_\_ (listen) to those CD you sent me.
3. How did you learn \_\_\_\_\_ (speak) Chinese?
4. I enjoy \_\_\_\_\_ (write) postcards.



5. The song made me  (smile).
6. Do you mind  (open) the door?
7. This is intolerable! I refuse  (wait) a moment longer!
8. We managed  (arrive) in time.
9. She'd like  (fly) an aeroplane.
10. You should avoid  (make) silly mistakes.

## 2.2.- Difficult vowel sounds (for speakers of English as a foreign language).

English has sounds that are not found in other languages. Also, the sounds of English are not always pronounced as they are spelled or shown in writing. Speakers of English as a foreign language find it difficult to pronounce and recognize some sounds because in connected speech sounds change and blend with each other, consonants and syllables get lost or become almost inaudible, and the pronunciation of a word changes depending on whether it is stressed or not.



### You should know

Let's take a closer look at some difficult vowel sounds of English. If you want to hear the words we are going to talk about, check them out in this pronunciation dictionary:

[Pronunciation dictionary.](#)

- ✓ **/ɜ:/ (girl):** When pronouncing this sound, your lips, tongue and jaw should be in a relaxed position. These are some examples of words where you can find this sound: **shirt, were, burn, heard, bird.**
  - Now try to pronounce the following sentences: The **girl** heard the **bird**. The **nurse** works on **Thursdays**.
  - **Common spellings:** IR (bird), ER (her), UR (hurt), OR (work), EAR (heard).
- ✓ **/əʊ/ (phone):** To pronounce this sound, your mouth has to be relaxed and then you have to move your lips to a round shape. You have to move your tongue up. These are some examples of words where you can find this sound: **boat, coat, rose, throw, no, ago, sold, though, own, coast, both, most, owe.**
  - Now try to pronounce the following sentences: I **sold** the **boat** not **so long ago**. **Most roses** grow well along the **coast**.
  - **Common spellings:** O (most), O-E (rose), OE (toe), OA (coat), OW (own).
- ✓ **/eə/ (chair):** To pronounce this sound, you need to open your mouth at first and then relax your lips. You need to put the back of your tongue down a little and then relax it. Examples where you can find this sound: **share, wear, stairs, where, bear, care, fair.**
  - Now try to pronounce the following sentences: She always **wears** fairly expensive **hair** accessories.
  - **Common spellings:** ARE (square), AIR (stairs), EAR (bear), ERE (where).
- ✓ **Schwa /ə/ (computer):** This vowel is used in unstressed syllables. You need to relax your tongue and lips if you want to pronounce this sound correctly. These are some examples of words where you can find this sound:
  - Weak A: **a**way, **a**bove, anima**l**.
  - Weak E: wait**e**r, pap**e**r, bur**e**n.
  - Weak O: act**o**r, p**o**lice, c**o**ndition.
  - Weak U: **u**ntil, **u**pp**o**rt, fut**u**re.
    - Now try to pronounce the following sentence: The actor had a cappuccino with sugar **and an apple**.
    - In words like **paper, actor, waiter**, the final R is not pronounced in many accents.

### A step ahead

[Tongue twisters](#) are a fun way to practise your pronunciation. If you want to listen to some tongue twisters, visit the following websites.

[Tongue twisters 1.](#)

[Tongue twisters 2.](#)

### 3.- Words you need: Work vocabulary.

**What do you do?** This is the question we ask when we want to find out about someone's job.



There are different ways in which you can answer this question:

#### Work vocabulary.

English	Spanish
I work for a large European company.	Trabajo para una gran empresa europea.
I work on design projects.	Trabajo en proyectos de diseño.
I run the design department.	Dirijo el departamento de diseño.
I manage a team of designers.	Dirijo a un equipo de diseñadores.
5 people work under me.	Estoy a cargo de 5 personas.
I deal with a lot of different people.	Trato con muchas personas.
I'm responsible for co-ordination of the team's activities.	Soy responsable de la coordinación de las actividades del equipo.
I am unemployed.	Estoy desempleado / desempleada.
I am looking for a job.	Estoy buscando trabajo.
I applied for a job.	Solicité un trabajo.
I had an interview.	Tengo una entrevista.
I got the job.	Conseguí el trabajo.
Full-time job.	Trabajo a tiempo completo.
Part-time job.	Trabajo a tiempo parcial.
I work full-time / part-time.	Trabajo a tiempo completo / parcial.
Permanent job.	Trabajo fijo.
Temporary job.	Trabajo temporal
Do overtime.	Hacer horas extra.
Get promoted.	Conseguir un ascenso.

- ✓ One of my **responsibilities** is to make sure that projects are finished on time. I'm also **in charge of** budgets.
  - In charge of / responsible for + NOUN or VERB + ING
  - Responsibility + TO + INFINITIVE or VERB + ING
    - One of my responsibilities is to make sure...
    - One of my responsibilities is making sure...
- ✓ There are many expressions with the word "work". Let's see some examples:
  - Johanna **works** or **has work**.
  - Johanna **goes to work** (by train, by car).
  - Johanna **leaves for work** (at 7 every morning).
  - Johanna **gets to / arrives at work** (at about 8).
  - Johanna is **at work** (until six).
  - Luckily, she doesn't get ill very much so she's not often **off work**.





## Now it's your turn

**Complete the text with prepositions.**

Alicia lives in London and works in advertising. She leaves home  work at 7.30. She drives  work. The traffic is often bad and she's worried about getting  work late, but she usually arrives  work at around nine. She finishes work quite late. "Luckily, I'm never ill", she says, "I could never take time  work."

### 3.1.- More work vocabulary.

Let's hear from different workers. They are going to tell us about their jobs:

**Kevin:** I'm an **office worker** in an insurance company. It's a **nine-to-five job** with regular working hours. We all have to **clock in /clock on** and **clock out / clock off** every day.

**Thomas:** I'm in computer programming. There is a system of **flexitime** in my company, which means we can work when we want, within certain limits. It's ideal for me as I have one young child.

**Tania:** I work in a factory. I work in **shifts**. I may be on the **day shift** one week and the **night shift** the next week.

**Martha:** I work in an advertising agency. I **commute** to work every day, like thousands of other **commuters**. I like going to the office and working with other people, but working from home using a computer and the Internet is becoming more popular: it's called **teleworking** or **telecommuting**.



My work involves...

- ✓ + NOUN: human contact, long hours, team work...
- ✓ + ING: solving problems, travelling, dealing with customers...

## Think about it

**Write in the forum:**

If you work...

- ✓ What do you do? What are your responsibilities?
- ✓ How do you get to work? What time do you leave home and arrive at work?
- ✓ Could you do your job working from home? Would you like to?

If you don't work...

- ✓ What kind of job would you like to do?
- ✓ What routine would you like to have?
- ✓ Would you like to work from home?

## Appendix.- Licenses of resources.

### Licenses of Resources used in session 1.- Writing a CV.

Resource (1)	Resource information (1)	Resource (2)	
	By: ashish joy. License: CC by. From: <a href="http://www.flickr.com/photos/myguitarzz/161457656/">http://www.flickr.com/photos/myguitarzz/161457656/</a>		By: Gangpl License: C From: <a href="http://www.">http://www.</a>
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