

GET SMART BEFORE YOU START.- Session 2.- Job ads.

Caso práctico

Mark is phoning about a lorry driver job at a logistics. Listen to the conversation

Script

Lisa: (telephone ringing)....Hello, Job Offers, recruiting department, Lisa Butler speaking. How can I help you?

Mark: Hello, my name is Mark Tenants and I'm phoning to enquire about the requirements for a post.

Lisa: OK, can you tell me the reference number?

Mark: Yeah it's 5417BT, B for basket and T for telephone.

Lisa: Yes, the permanent job for lorry driver at the logistics company. Well I have to ask you a few questions about your qualifications first. For example, are you skilled or unskilled?

Mark: I'm a semi-skilled worker. I have worked as a taxi driver for 10 years but at the moment I'm unemployed.

Lisa: Can you speak Spanish or German?

Mark: Yes, I can speak fluent Spanish but not German.

Lisa: Any other qualifications you would like to mention?

Mark: Well, yes, I'm computer-literate and I'm also good at figures. I started a degree on Maths at Hull University but I quit.

Lisa: Do you have a driving license?

Mark: Yes, sure and I can also drive lorries up to 36 tons.

Lisa: All right, so now I will read the job description: A company called Logiteam is looking for a lorry driver who speaks Spanish and German to take perishable goods to Germany. He must collect the goods in Almería, Spain and take them to Germany. The destination may vary.

A two year experience as a driver is required. They offer a £25,000 salary plus travelling expenses. If you are hired you must go through a health and safety seminar. And that's all. If you think you meet the requirements of the company, please send your CV including: career goals, skills, qualifications, experience, interests and of course, personal details to hrdepartment@logiteam.co.uk.

Mark: I'm sorry I didn't catch the email address, could you spell it, please?

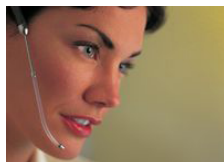
Lisa: yeah of course, it's hrdepartment@logiteam.co.uk.

Mark: Should I also fill in an application form?

Lisa: It's not necessary but if you want you can find one in their website at www.logiteam.uk.co. You can attach it to your CV. Do you have any further questions?

Mark: No, that's all. Thank you very much for your help. Bye.

Lisa: No problem. Bye



Think about it

If you are interested in a job, what is the most relevant information for you? Salary? Location? Working hours? Promotion? You will get ideas on how to ask about these things in a job interview in session 3 of the unit.

Think about it

Complete Mark's notes on his phone call to the recruiting department. You can listen again but do not look at the text.

Reference number:

Type of job:

Languages required:

Qualifications (Tick):

Skilled Semi-skilled Unskilled

Further Qualifications:

Experience required (Tick):

Yes No How many years?

Salary:

Send CV to:

Application form at:

Reference number: 5417BT

Type of job: lorry driver at a logistics company.

Languages required: Spanish and German

Qualifications (Tick):

Skilled Semi-skilled Unskilled

Further Qualifications:

- ✓ computer-literate , good at figures
- ✓ started a degree on Maths but quit

Experience required (Tick):

Yes No How many years? 2

Salary: £25,000

Send CV to: hrdepartment@logiteam.co.uk

Application form at: www.logiteam.uk.co

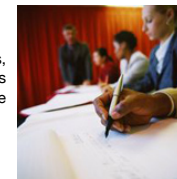


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[Aviso Legal](#)

1.- What to say. Writing a CV.

Have you ever applied for a job? Have you written your curriculum vitae?

A **CV** (or **résumé** in the USA) is a one or two page summary of your personal details, such as education, skills, achievements, work experience and interests. Your CV's purpose 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...
- ✓ **PERSONAL STATEMENT:**
A brief summary of your status and personality, relevant to the job you are applying for.
- ✓ **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.

Ejercicio Resuelto

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

Un **currículum** es un resumen de una o dos páginas de tus datos personales, educación, destrezas, logros, experiencia profesional e intereses. Su finalidad es conseguirte una entrevista en la que te puedas vender. Para tener éxito debe ser sencillo, conciso y fácil de leer. Hay que escribirlo con el puesto de trabajo que se solicita en mente.

Debe incluir:

- ✓ **DATOS PERSONALES**
Nombre, dirección, teléfono, correo electrónico, fecha de nacimiento, nacionalidad...
- ✓ **DECLARACIÓN PERSONAL/PERFIL:**
Resumen breve de tu estatus profesional y personalidad, relacionándolos con el puesto solicitado.
- ✓ **EDUCACIÓN/TÍTULOS OBTENIDOS:**
Incluyendo fechas y lugares
- ✓ **EXPERIENCIA PROFESIONAL:**
Incluyendo datos de interés para el trabajo que se solicita

✓ **IDIOMAS:**

Especificando niveles y títulos

✓ **INTERESES Y HOBBIES**

✓ **OTRA INFORMACIÓN:**

Lo que no se ha incluido y puede ser de interés para el trabajo (permiso de conducir, vehículo propio, manejo de ordenadores...)

✓ **REFERENCIAS:**

Dos personas que te conocen profesionalmente y si se le pregunta pueden dar referencias sobre tu trabajo; hay que dar la mayor información posible sobre ellos (correo electrónico, teléfono, dirección de trabajo...) para que puedan ser contactados sin dificultad.

You should know

For more information on writing CVs log on to the [English Club site](#).

[Resumes, CVs and Covering Letters.](#)

Visit also the [BBC](#) site for its page on getting a job.

[Get that job.](#)

1.1.- Now you put it into practice (I).

Autoevaluación

Complete the following CV with a heading from the list.



- ✓ Additional Skills.
- ✓ Education.
- ✓ Interests.
- ✓ Personal details.
- ✓ Personal statement.
- ✓ Professional Experience.
- ✓ Referees.

Lola Mañas Álvarez

Address: Avenida de la Plata 47
Granada 18014 Spain
Tel.: 649 587403
Email: lolama@gmail.com
Date of birth: 15 Jan 1990
Marital status Single

I am self-motivated and hard working. I have initiative and can work as part of a team. I have excellent communication and leadership skills and I am good at solving problems.

2004 - 2007 Universidad de Granada. Diploma in Business Studies with Tourism.
2000 - 2004 IES La Madraza, Granada Bachillerato (A Level equivalent).

2007 - present Hotel Saray, Granada.
Assistant to Conference Manager.
Responsible for providing administrative support, answering enquiries, taking bookings, arranging catering.
Employee of the Year, 2010.
Summer 2015 Castilla Spanish School, Marbella.
Social/Sports Officer.
In charge of escorting groups of foreign students, arranging schedules, planning social events, organising sports activities, managing a budget.

Yoga, swimming, skiing, classical music, theatre, current affairs.

Fluent English.
Working knowledge of French.
Clean driving licence.
Computer literate (Word, Excel, Powerpoint).

Antonio Rodriguez Claret, Manager of Castilla Spanish School.
Marta Torres Segovia, Business Administration School, Universidad de Granada.

Insert

Lola Mañas Álvarez

Personal details

Address: Avenida de la Plata 47

Granada 18014 Spain
 Tel.: 649 587403
 Email: lolama@gmail.com
 Date of birth: 15 Jan 1985
 Marital status Single

Personal statement

I am self-motivated and hard working. I have initiative and can work as part of a team. I have excellent communication and leadership skills and I am good at solving problems.

Education

2004 - 2007 Universidad de Granada. Diploma in Business Studies with Tourism.
 2000 - 2004 I.E.S. La Madraza, Granada Bachillerato (A Level equivalent).

Professional Experience

2007 - present Hotel Saray, Granada.
 Assistant to Conference Manager.
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 Employee of the Year, 2010.
 Summer 2015 Castilla Spanish School, Marbella.
 Social/Sports Officer.
 In charge of escorting groups of foreign students, arranging schedules, planning social events, organising sports activities, managing a budget.

Interests

Yoga, swimming, skiing, classical music, theatre, current affairs.

Additional Skills

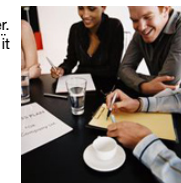
Fluent English
 Working knowledge of French.
 Clean driving licence.
 Computer literate (Word, Excel, Powerpoint).

Referees

Antonio Rodriguez Claret, Manager of Castilla Spanish School .
 Marta Torres Segovia, Business Administration School, Universidad de Granada.

1.2.- Writing a covering letter.

The letter of application you send with your CV is sometimes called a covering letter. It is usually the first direct contact between a candidate and an employer, so make sure it is well-written and presented. It should normally contain 3 or 4 paragraphs.



Here is a list of points you should include:

- ✓ Say that you would like to apply.
- ✓ Say where you found out about the job.
- ✓ Say why you would like the job.
- ✓ Say why you are qualified to do the job. Include both objective (education, work experience) and subjective (what you think about yourself) information.
- ✓ Say you can provide more information if necessary.
- ✓ Say when you would be available for interview.

Remember to:

- ✓ Address your covering letter to a specific person.
- ✓ Customize your covering letter to the position you are applying to.
- ✓ State the elements of your background that are relevant to the position.
- ✓ Provide any information specifically requested
- ✓ Market yourself.
- ✓ Keep the tone and content professional.
- ✓ Be clear, concise, and focused.
- ✓ Proofread your letter.

Useful language: a formal letter.

- ✓ If you do not know the person's name start with *Dear Sir/ Madam* and finish with *Yours faithfully*.
- ✓ If you know the person's surname *Dear Mr/Ms/ Mrs López* and finish with *Yours sincerely*.

Layout/style:

- ✓ Put your address in the top right-hand corner with the date underneath.
- ✓ Put the name and address of the person you are writing to on the left.
- ✓ Don't use contractions.
- ✓ Write your full name under your signature.
- ✓ Write *I look forward to hearing from you* if you would like a reply.

Ejercicio Resuelto

Click to read the Spanish translation.

La **carta de solicitud** que envías con el currículum es normalmente el primer contacto directo entre un candidato o candidata y un contratador o contratadora, así que tiene que estar bien escrita y presentada. Debería contener entre tres y cuatro párrafos.

Debes incluir los siguientes puntos:

- ✓ Que es para solicitar el trabajo.
- ✓ Dónde supiste de la oferta.
- ✓ Por qué te gustaría obtener el trabajo.
- ✓ Tus méritos para dicho trabajo, tanto los objetivos (educación, experiencia profesional), como los subjetivos (lo que tu piensas sobre ti mismo o misma).
- ✓ Que puedes añadir cualquier información necesaria.
- ✓ Cuando puedes acudir a una entrevista.

Recuerda:

- ✓ Dirigir la carta a una persona específica.

- ✓ Adaptarla al trabajo que se solicita.
- ✓ Incluir los elementos de tu biografía relacionados con el puesto.
- ✓ Dar cualquier información que se haya pedido específicamente.
- ✓ Venderte a ti mismo o a ti misma.
- ✓ Mantener profesionales el tono y el contenido.
- ✓ Expresarte con claridad y concisión e ir al grano.
- ✓ Revisar.

Lenguaje útil en una carta formal:

- ✓ Si no conoces el nombre de la persona a la que se dirige la carta se empieza con Dear Sir/ Madam y se termina con Yours faithfully.
- ✓ Si conoces el nombre de la persona se empieza con Dear Mr/Ms/ Mrs López y se termina con Yours sincerely.

Organización y estilo:

- ✓ Pon tu dirección arriba a la derecha y la fecha debajo.
- ✓ Pon el nombre y la dirección de la persona a la que escribes a la izquierda.
- ✓ No uses contracciones.
- ✓ Escribe tu nombre completo bajo la firma.
- ✓ Si quieres una respuesta escribe I look forward to hearing from you.

You should know

For more information on writing covering letters visit the following pages:

[Sample application letter.](#)

[CVs and application letters.](#)

A step ahead

There are many web pages devoted to CVs and covering letters. Here you have a few good ones:

[Writing a good resume.](#)

[Cover letters tips.](#)

1.3.- Now you put it into practice (II).

María Simón López
Calle Capuchinos 26
Granada 18012
+34 958 245220
+34 607 492346
marsl@hotmail.com
October 20, 2009

Ms. Roberta Stone
General Manager
Hotel Manchester
783 Manchester Street
Dover, MSL 257M

Dear Ms. Stone:

Please accept the attached resume as application for the position of conference manager at Hotel Manchester, whose advertisement I saw in Hospitality Careers webpage.

At present, I am working as an assistant to the conference manager at Hotel Saray, in Granada. I am responsible for providing administrative support, answering enquiries, taking bookings, and arranging the catering. Although I am very happy here there are no possibilities of promotion at the moment. I started in this position after completing my tourism studies at Granada University. I excelled in my studies, receiving a special mention at the end of my degree. In my current job I have had the opportunity to develop many professional relationships and learn first-hand with one of the leading conference managers. I have enjoyed organizing activities and events here and the problems that may have arisen have taught me to stay motivated and become determined. I have demonstrated excellent organizational and motivational skills.

I can speak Spanish, which is my mother tongue, and English and I have a working knowledge of French. I am very good with computers and I have a driving license. I am well-organised, highly motivated and have excellent communication skills. In addition I am reliable, flexible and quick to learn. I am confident that my positive attitude would be a great asset to Hotel Manchester. I am available for an interview at a mutually convenient time.

Thank you for your time and consideration. I look forward to hearing from you

Yours sincerely,

María Simón López.

Autoevaluación

Look at the list of things you should say in a covering letter. List them in a logical order from 1 to 6.



Matching exercise.

Definition	Number	Line
Other skills (languages, computers, driving license..).	<input type="checkbox"/>	1. Please accept...
When you would be available for an interview.	<input type="checkbox"/>	2. ...whose advertisement...
Subjective information: why you think you are qualified to do the job.	<input type="checkbox"/>	3. At present...
Where you found out about the job.	<input type="checkbox"/>	4. I can speak...
Objective information: education, work experience...	<input type="checkbox"/>	5. I am well-organised...
Reason why you are writing.	<input type="checkbox"/>	6. I am available

This is the most common order in covering letters and the one used in Maria's letter. However there can be slight variations.

1.4.- Writing a letter.

Covering letters, cover letters or letters of application are formal letters.

Some of the most frequently used expressions you may need when writing a letter are:

Opening sentences:

- ✓ *I saw your advertisement in*
- ✓ *I have seen / read your advertisement in*
- ✓ *I am writing about the advert in*
- ✓ *I would like to apply for the vacancy advertised in ...*
- ✓ *Please consider my application for the post of ... advertised in ...*

Body sentences:

- ✓ *As you can see from my curriculum, ...*
- ✓ *I studied...*
- ✓ *I have been working as a ... for*
- ✓ *I like ... (travelling, working with people, using computers, ...)*
- ✓ *Please find enclosed CV and recent photograph.*

Closing sentences:

- ✓ *I hope you will grant me an interview.*
- ✓ *I hope you consider me for an interview.*
- ✓ *I look forward to an interview.*
- ✓ *I would be available for an interview at any time.*
- ✓ *I can supply you with the name of 3 references.*
- ✓ *Please contact me if you need any further details.*
- ✓ *I look forward to hearing from you soon.*



In a formal letter, you should include:

Addresses:

- 1 Your address: it should be written in the top right-hand corner of the letter.
- 2 The address of the person you are writing to: it should be written on the left, starting below your address.

Date:

You can write the date on the right below the address you are writing to.

Formal emails and letters have the same basic structure. However, there are some differences that you have to be aware of:

- 1 In a letter, you enclose documents. In an email, you attach documents.
- 2 An email **already includes** the sending date and your contact details, so you do not need to write any addresses or the date.

For less formal emails, you can begin with 'Dear Fred', or even 'Hi Fred' for a colleague.

1.5.- Titles and its abbreviations.

Now we are going to have a look at one aspect that we have to take into account when writing letters, but also in other areas when speaking English.

A **title** is a word or phrase that refers to a person's place in society or in a profession. We normally use the abbreviations instead of the full word.



- ✓ **Mr.** is the abbreviation for Mister. It is used before a man's name. The plural form is **Messrs.**

◆ *Mr Bean*

Mr is used sometimes before the position a person holds.

◆ *Yes, Mr President / Chairman.*

- ✓ **Mrs.** is the abbreviation for Mistress. It is used before a married woman's name and it is pronounced /miz/.

◆ *Mrs Blanco is receiving visitors.*

- ✓ **Ms.** is written before a woman's name, but we do not specify if she is married or not. It is pronounced as /miz/.

◆ *I sent an e-mail to Ms Swam yesterday.*

- ✓ **Miss** is used before the name of a woman who is not married or who is not using her husband's surname. It is also used for girls. It is pronounced /mis/.

◆ *Good evening, Miss Haynes.*

In some schools, students call "Miss" their women teachers.

◆ *I love Miss White's lessons.*

You use all these titles in spoken or written form to refer to people in a polite way or when you do not know them well.

- ✓ **Sir** is the title used when we don't know the name of a man. Note that it is used alone. It is used in commercial and official letters. The plural form is "Sirs or Gentlemen".

Sir is also used in schools by students to refer to their male teacher, by shop assistants and waiters.

◆ *Dear Sir:* (American style) *Dear Sir,* (British) - salutation in letters.

◆ *What would you like to drink, sir?*

- ✓ **Madam** is used to refer to a woman when we don't know her name. It is used as a salutation in official and business letters. In speech, it is used by shop assistants and waiters. **Dr.** is the title for Doctor and **Prof.** is the title for Professor.

◆ *Dear Madam,*

◆ *Can I help you, madam?*

Was it difficult? It wasn't... we are sure.

Autoevaluación

Insert the correct title before people's names in the following text.

My boss, Freeman, has two partners: Peter Stimpson and his wife Jackie Stimpson.

My boss's daughter, Linda Freeman, is 19 and sometimes works as a temp in our company. His son, Nick Freeman, works in the local hospital as a doctor; everybody calls him Freeman.

My boss's wife, Freeman, is also an important businesswoman in town, she owns a huge travel company. Her employees call her Billings, because nobody knows her marital status and she wants to keep her father's surname.

Enviar

1.6.- Dates.

When we write a formal letter, we have to write the date on the right, under the address of the person we are writing to. How do we write it, though?

✓ *August 9th, 1976*

BRITISH STYLE

Day + month + year

✓ *9 August 1976 / 9th August 1976*

The British write the day followed by the month and then the year. They use both the cardinal and the ordinal number for the day.

AMERICAN STYLE

Month + Day + Year

✓ *August 9th, 1976*

The Americans write the month first and then the day. They put a comma between the day (using the ordinal number) and the year.

This can be more confusing when filling forms because dates are written as series of numbers.

- ✓ British style: *9.8.1976; 9 /8/1976; 9 Aug, 1976* (Day + Month + Year)
- ✓ American style: *8.9.1976; 8/9 /1976; Aug, 9th, 1976* (Month + Day + Year)

PRONUNCIATION

Dates can be written in different ways, but they share the same pronunciation. We always say "the" before the day.

✓ *August the ninth / the ninth of August.*

Americans sometimes pronounce it "August nine".

The day of the week is usually mentioned before the date itself.

✓ *What date is today? It's Friday the ninth of August / It's Friday August the ninth.*

The year is usually mentioned after the day and month.

✓ *I was born on the ninth of August, nineteen seventy six.*

ON

In British English you say that something happens on a particular day.

✓ *I got married on Sunday 4th September.*

Americans sometimes leave out "on".

✓ *I got married Sunday September 4th.*

The 19... 's

When you refer to the 1960's -sixties- , you are referring to the years between 1960 and 1969.

You can also specify by saying the early 80's (eighties: 1980-85) or the late 70's,

(1975-79).



What is the date for the following series of numbers in American and British style?

For example:

25/ 9/1964
September 25th, 1964
25th September 1964

13/12/1936
 27/11/1941
 15/4/2008
 30/8/1989
 21/2/1875

December 13th, 1936
 13th December 1936

November 27th, 1941
 27th November 1941

April 15th, 2008
 15th April 2008

August 30th, 1989
 30th August 1989

February 21st, 1875
 21st February 1875

Now it's your turn.

Two interesting websites with exercises to practise dates in written and spoken English:

[Dates in spoken English.](#)

[Dates in written English.](#)

Think about it

1.7.- Abbreviations.

Citas Para Pensar

"Ars longa, vita brevis"
The art is long, the life is short

Hippocrates.

What is the first thing people do when they are looking for a job? They usually take a look at the job vacancies section of the newspaper or they surf the Internet in order to look for job ads. Did you know that space in newspapers is expensive? Some of the most common terms used in job advertisements are abbreviations, that is why some people find job ads rather confusing.



Abbreviations.

Abbreviations	Meaning
Exp./Exp'd.	Experience / Experienced.
P.a.	Per annum (the whole year).
P.w.	Per week.
P.h.	Per hour.
C.V.	Curriculum vitae, also called Résumé.
Emp. Agcy.	Employment advertised by an agency.
Ref.	Reference.
Ccdl.	Clear current driving licence.
Req'd.	Required.
F.t.	Full time.
P.t.	Part time.
Avail.	Available.
Pd. Train.	Paid training.
Sal.	Salary.
Info.	Information.
Immed.	Immediate or immediately.
a.m. / p.m.	Day / night.
Mgr.	Manager.
Wk.	Week.

Abbreviations	Meaning
Mo.	Month.
Yr.	Year.

Look at the following job advertisements.

OPPORTUNITIES TO START NOW!

MARKETING OFFICER

Working with a young team of highly motivated people. The role involves general administration, invoicing, liaising with clients. Candidates must have a strong copy typing speed and be IT literate. Immed. start. 1 yr exp. req'd. Call Oxford Street now on 030 9384 6723 (Emp agy).

GET ON BOARD!

Excellent opportunities in temporary work. Mature, exp'd secretary req'd for holiday cover. \$ 8.50 p.h. Flexible work schedule. Word, Excel, Copy Typing and Shorthand preferred. CV required. For an application form and further info, please write quoting ref. ES/50/34 to Human Resources, Civic Centre, Rainbow Road, Florida SW3 5TN.

RECEPTIONIST

Receptionist is required for Blue Chip firm in Maryland. Applicants should have strong communication and interpersonal skills. F.t- 38 hrs p.w. Exp. no essential. Training is provided. Competitive salary. Call Peter. Target Employment, 15A Hill Street, Richmond, Surrey, TW5 2TF.

Phone: 020 6735 0100 Fax: 020 6735 8765.

Autoevaluación

Write down the meaning of each abbreviated phrase.

Abbreviated phrases.

Marketing officer.		Get on board!		Receptionist.	
Abbreviated phrase (1)	Meaning (1)	Abbreviated phrase (2)	Meaning (2)	Abbreviated phrase (3)	Meaning (3)
inmed.	<input type="text"/>	exp'd.	<input type="text"/>	F.t.	<input type="text"/>
yr	<input type="text"/>	ref.	<input type="text"/>	hrs	<input type="text"/>
Exp. req'd.	<input type="text"/>	C.V.	<input type="text"/>	P.w.	<input type="text"/>
Emp. agy.	<input type="text"/>	info.	<input type="text"/>	Exp.	<input type="text"/>

Enviar

2.- How to say it. Present Continuous.

Citas Para Pensar

- "The police are looking for a man with one eye called Smith"
- "What's his other eye called?"

We are going to learn about the Present Continuous now. You'll see it is very easy.

The Present Continuous (also called Progressive) can be used to express:

- ✓ An action in progress while it is happening.
 - ✦ *I am listening to my favourite music now.*
- ✓ Plans in the near future:
 - ✦ *I am visiting my grandparents next week.*



How to make the Present Continuous:

- ✓ Affirmative form: Subject + AM/IS/ARE + Verb-ING
 - ✦ *I am working right now.*
 - ✦ *I am flying to Paris next month.*
- ✓ Negative Form: Subject + AM/IS/ARE (NOT) + Verb-ING
 - ✦ *I am not going to the party tomorrow.*
 - ✦ *He isn't sleeping.*
- ✓ Interrogative Form: AM/IS/ARE + Subject + (NOT) + Verb-ING?
 - ✦ *Are you coming to the concert?*
 - ✦ *Is she waiting for with you?*
 - ✦ *Aren't you buying a ticket for the concert?*

Remember to add the final "-ING" form, if the verb ends in:

- ✓ "-e" it disappears and then + "-ing":
 - ✦ *live living*
- ✓ "-ee" it remains the same:
 - ✦ *see seeing*
- ✓ The final sequence "CVC" [Consonant (C) + stressed Vowel (V) + Consonant (C)] duplicates the final consonant and then "-ing" is added:
 - ✦ *permit permitting*
 - ✦ *run running*
- ✓ "-ie" it disappears and then + "-y":
 - ✦ *die dying*
- ✓ "-y" we just add "-ing" because final 'y' is never replaced, no matter if it is either preceded by a vowel or a consonant).
 - ✦ *She is studying at University*
 - ✦ *He is playing in the garden.*

Think about it

These are common mistakes made when using the present continuous:

- ✓ *She aren't running .*
- ✓ *I am studing Maths.*

Can you correct them?

The correct forms are:

- ✓ *She isn't running.*
- ✓ *I am studying maths.*

Ejercicio Resuelto

Click to read the Spanish translation.

El **presente continuo** o progresivo se utiliza para expresar:

- ✓ Acciones en progreso mientras están ocurriendo.
- ✓ Planes para el futuro próximo.

Cómo formar el presente continuo:

sujeto+am/is/are+verbo+ing

- ✓ Forma negativa: sujeto+am/is/are+(not)+verbo+ing.
- ✓ Forma interrogativa: am/is/are+sujeto+(not)+verbo+ing.

Recuerda: para añadir la terminación "-ing",

- ✓ Si el verbo acaba en "-e" se suprime ésta al añadir -ing.
- ✓ Si el verbo acaba en "-ee" no hay cambios.
- ✓ La secuencia final consonante+vocal acentuada+consonante duplica la consonante final al añadir -ing.
- ✓ Si el verbo acaba en "-ie" se suprime esta terminación, se añade "-y" y luego -ing.
- ✓ Si el verbo acaba en "-y" simplemente se añade -ing.

2.1.- Now you put it into practice (III).

Now we are going to find out if you know how to use the present continuous. This should be very easy.

Think about it

Add the necessary words and make sentences in the present continuous tense.



1. three/ the/ fight/ cats
2. goodbye / Chris / say / to / all / it
3. piano/ she/ the/ play
4. study/ she/ now / Maths
5. cook/ he/ dinner / kitchen / the / in
6. /bread / some / cut /they / slices/ into
7. weekend / the / at / she / do / what/ ?
8. next / run / weekend / she / race / a
9. you / do / now / right / what / ?
10. do / you / exercises / your / ?
11. statistics / I / see/ unemployment / on
12. bring / he / friend / that / his / of / him / with / ?
13. sit / they / where/ ?
14. live / they / together
15. come / party / the / to / tomorrow/ ?
16. sleep / she / still / moment / the / at
17. radio / the / to / listen / I
18. I / die / Spanish / a/ for / omelette
19. grandparents / our / visit / we/ Sunday / on
20. not allow / us / leave/ to / the police

1. The three cats are fighting
2. Chris is saying goodbye to it all.
3. She is playing the piano.
4. She is studying Maths now.
5. He is cooking dinner in the kitchen
6. They are cutting some bread into slices.
7. What is she doing at the weekend?
8. She is running a race next weekend.
9. What are you doing right now?
10. Are you doing your exercises?
11. I am seeing statistics on unemployment.
12. Is he bringing that friend of his with him?
13. Where are they sitting?
14. They are living together.
15. Are you coming to the party tomorrow?
16. She is still sleeping at the moment.
17. I am listening to the radio.
18. I am dying for a Spanish omelette.
19. We are visiting our grandparents on Sunday.
20. The police are not allowing us to leave.

Think about it

Rewrite correctly, if necessary. Don't use contractions.

1. Are top musicians studying for many years?
2. What's going on? I hope you don't touch my things!
3. Our washing machine starts when you press this button.
4. It's a small business, so each person is doing a lot of different jobs.
5. How's the match going? Does Liverpool win?
6. We don't go to the theatre very often.
7. Does Chris listen to the radio, or is that the TV I can hear.

1. Do top musicians study for many years?
2. What's going on? I hope you are not touching my things!
3. Our washing machine starts when you press this button.
4. It's a small business, so each person does a lot of different jobs.
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7. Is Chris listening to the radio, or is that the TV I can hear.

2.2.- State and action verbs.

Citas Para Pensar

"The great aim of education is not knowledge but action"

Herbert Spencer.

Now we are going to learn about state and action verbs. Pay attention. It's easier than it seems!

There are some verbs that normally do not take "-ing". They are called state verbs and describe states and feelings rather than actions (action verbs). These include:



- ✓ possession verbs: possess, own, belong, ...
 - ◆ *That suitcase belongs to me.*
- ✓ mental and motional states verbs: like, love, hate, fear, envy, mind, understand...
 - ◆ *I doubt whether they'll be opened this late.*
 - ◆ *I see what you mean.*
- ✓ use of the senses verbs: appear, taste, seem, look (=seem), ...
 - ◆ *The scampi tastes delicious .*
 - ◆ *The picture in the brochure looks pretty.*
- ✓ communicating and causing reactions verbs: agree, mean, promise, satisfy, ...
 - ◆ *I can't deny I loved those holidays.*
 - ◆ *His attitude surprised me.*
- ✓ abstract verbs: be, want, cost, need, depend, deserve, matter, ...
 - ◆ *The programme consists of a 15-day cruise down the Nile and includes a vist to the Aswan Dam. The tour costs \$1.200 and requires an initial 10% deposit.*

A few verbs have an action and non-action meaning. The most common is "have".

- ✓ *I have a big flat* = possession (non-action)
- ✓ *I can't talk now. I'm having lunch* = an activity (action)

Think about it

These are common mistakes made with state and action verbs are:

- ✓ *The wallet was containing \$25.*
- ✓ *I stayed at home because I was having a cold.*
- ✓ *I think about where to go for my holiday.*

Can you correct them?

The correct forms are:

- ✓ *The wallet contained \$25.*
- ✓ *I stayed at home because I had a cold.*
- ✓ *I'm thinking about where to go for my holiday.*

Ejercicio Resuelto

Click to read the Spanish translation.

Hay algunos verbos que no se utilizan en las formas con-ing. Se llaman verbos de estado y describen estados y sentimientos en vez de acciones (verbos de acción). Incluyen:

- ✓ Verbos de posesión.
- ✓ Verbos de estados mentales y emocionales.
- ✓ Verbos de uso de los sentidos.
- ✓ Verbos de comunicación y de reacción.
- ✓ Verbos abstractos.

Algunos verbos tienen significados de acción y no acción. El más común es "have"

2.3.- Now you put it into practice (IV).

This exercise on action and state verbs might be short but be careful: it is not so easy!



Autoevaluación

Decide if the following verbs are action, non-action or both. Write the number.

Matching exercise.

Verb	Number	Type
weigh	<input type="checkbox"/>	1. <u>AC</u>
own	<input type="checkbox"/>	
want	<input type="checkbox"/>	
have	<input type="checkbox"/>	2. <u>NA</u>
speak	<input type="checkbox"/>	
look for	<input type="checkbox"/>	
begin	<input type="checkbox"/>	3. <u>BO</u>
see	<input type="checkbox"/>	
fly	<input type="checkbox"/>	
taste	<input type="checkbox"/>	
feel	<input type="checkbox"/>	
promise	<input type="checkbox"/>	

Enviar

As we said, it wasn't so easy!

You should know

In the "Learning English" section of the [BBC](#) webpage -a site we strongly recommend- there is an excellent explanation of state and action verbs. Click here to read and listen to it. You can download the audio and the text also.

[State and action verbs.](#)

2.4.- Numbers.

Citas Para Pensar

- "Think of a number between one and twenty. Now double it. Multiply the total by four. Now subtract eighteen. Add three and take away the number you started with. Now close your eyes."

- "Yes."

- "Dark, isn't it?"

We are surrounded by numbers: dates, ages, quantities... Here we learn a bit more about the use of numbers in English .

There are two groups of numbers: Cardinal and Ordinal numbers.



✓ **Cardinal numbers** tell us how many things there are in a group.

They are used in figures, prices, schedules, percentages, years, measures, phone numbers, time, addresses, codes, age, etc.

- ◆ *I'm 27 years old.*
- ◆ *It only costs 23 euros. There is a 20% discount.*
- ◆ *Ben Nevis, the highest mountain in Britain is 1,343 metres high.*

✓ **Ordinal numbers** tell us what position something has in an ordered group.

They are mainly used for dates and centuries. We pronounce "the" before the ordinal numbers, though we do not write it.

- ◆ *Today is March 26th.*
- ◆ *The Industrial Revolution took place in the 19th century.*

You should know

For a chart of ordinal and cardinal numbers click on the link.

[Ordinal and cardinal numbers.](#)

Ejercicio Resuelto

Click to read the Spanish translation.

Hay dos grupos de números, ordinales y cardinales.

Los cardinales nos dicen cuántas cosas hay en un grupo. Se usan en cifras, precios, horarios, porcentajes, años, medidas, números de teléfono, tiempo, direcciones, códigos, edad...

Los ordinales nos dicen que posición tiene algo en un grupo ordenado. Se usan principalmente para fechas y siglos. Pronunciamos "the" delante de los números ordinales pero no lo escribimos.

A step ahead

Enjoy a Sesame Street favourite: the Role Call For 20.

[Text summary](#)

2.5.- Numbers. Specific uses.

Numbers function as adjectives and they do not take the plural form.

- ✓ *Five thousand, three hundred and forty five inhabitants.*
- ✓ *Three hundred and six letters.*

Note how we use "and" after the word "hundred".

ZERO.

It is pronounced as the letter O (oh) in telephone numbers and in years.

- ✓ *My telephone number is 605902700 (six oh five nine oh two seven double oh).*
- ✓ *1908 (Nineteen oh eight).*

In maths, we say zero or nought.

- ✓ *3809 (Three eight zero nine).*

YEARS.

Years are read as two separate numbers. This changes in the year 2000.

- ✓ *1893 (eighteen ninety three).*
- ✓ *2008 (two thousand and eight).*

DECIMALS.

Decimals take a dot (.) on the left.

- ✓ *0.65 point sixty five.*
- ✓ *3.90 three point ninety.*

THOUSANDS.

Thousands take a comma (,).

- ✓ *8,679.*
- ✓ *2,400.*

FRACTIONS.

In some fractions we combine ordinal and cardinal numbers.

- ✓ *1/4 a quarter.*
- ✓ *1/2 a half.*
- ✓ *2/3 two thirds.*
- ✓ *3/5 three fifths.*

PERCENTAGES.

A percentage is a fraction of something, it is a particular number of a whole thing which is divided into 100 parts.

- ✓ *30% (thirty per cent).*
- ✓ *We are paid a fifteen per cent of the total income.*
- ✓ *The interest rate is 3% a month.*

Note that the words hundred and thousand appear in plural when they are used as indefinite pronouns.

- ✓ *There are hundreds of people who do sports every day.*
- ✓ *There were thousands of cars on the road this morning.*



Ejercicio Resuelto

Click to read the Spanish translation.

- Los nombres funcionan como adjetivos y no tiene forma de plural.
- Observa que utilizamos "and" después de la palabra "hundred".
- El cero se pronuncia como la letra o en números de teléfono y en años. En matemáticas decimos "zero" o "nought".
- Los años se leen como dos números separados hasta el año 2000.
- Los decimales se marcan con un punto y los miles con una coma.
- Las fracciones combinan números ordinales y cardinales.
- Los porcentajes son una fracción de algo, el número de un todo que se ha dividido en 100 partes.
- "Hundred" y "thousand" pueden usarse en plural cuando se usan como pronombres indefinidos.

Think about it

How to pronounce the symbol @

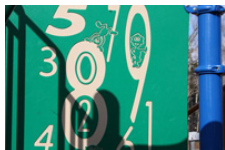
In e-mail addresses we pronounce @ /æt/ and . (the dot) /dot/

How do you say *elisabeth@yahoo.com* ?

Elisabeth at yahoo dot com.

2.6. Now you put it into practice (V).

Autoevaluación



Write the following numbers.

Numbers

Number	Written number
1,071	<input type="text"/>
363	<input type="text"/>
21,999	<input type="text"/>
48th	<input type="text"/>
11th	<input type="text"/>
209,003	<input type="text"/>
356,030	<input type="text"/>
6,336	<input type="text"/>
1997	<input type="text"/>
2010	<input type="text"/>

Enviar

Numbers

Number	Written number
1,071	one thousand and seventy-one.
363	three hundred and sixty-three.
21,999	twenty-one thousand nine hundred and ninety-nine.
48th	forty-eighth.
11th	eleventh.
209,003	two hundred and nine thousand and three.
356,030	three hundred and fifty-six thousand and thirty.

Number	Written number
6,336	six thousand three hundred and thirty-six.
1997	nineteen ninety-seven.
2010	two thousand and ten.

Autoevaluación

Listen to the following sentences and fill in the blanks with the appropriate information.

Script

- My telephone number is .
- Passengers to New York, please board through gate .
- How much is it? It's pounds.
- Flight No. to London was cancelled due to bad weather.
- The contract begins on May 22nd and ends on April .
- The interest rate was .
- That little island had inhabitants.
- My new address is Mill Avenue.
- My grandfather was born in .
- Please, call me back on .
- The new photocopier is pounds.
- Sales will increase a per cent this year.
- The bill is euros.
- The exact date is March , .
- The percentage is .

Enviar

2.7.- Word Formation.

Citas Para Pensar

"To become an able and successful man in any profession, three things are necessary, nature, study and practice."

Henry Ward Beecher.

In English, as in many other languages including Spanish, we use suffixes to form other words. Suffixes change word class, e.g. from verb to noun or noun to adjective but sometimes they can also change meaning. Profession names are often formed by adding a suffix to a verb or a noun.



The most important suffixes for profession names are the following:

- ✓ **-er** : *singer, manager, dancer, baker, bus driver, swimmer, writer, engineer, gardener, cleaner, photographer, programmer, shoemaker, farmer, waiter, teacher...*
- ✓ **-ess** : *waitress, actress...* This suffix is the feminine of -er.
- ✓ **-or** : *actor, sculptor, director, sailor, tailor, operator...*
- ✓ **-ist** : *violinist, pianist, cyclist, typist, receptionist, economist, dentist, scientist, journalist, psychologist...*
- ✓ **-ician** : *electrician, politician, technician, musician, beautician...*
- ✓ **-man, -woman** : *fireman, policewoman, fisherman, camerawoman, postman, businessman, dustman, saleswoman...*
- ✓ **-ant** : *accountant, civil servant, flight attendant...*
- ✓ **-ee**: *trustee, trainee...*
- ✓ **-ive** : *executive, sales representative...*

To avoid gender issues nowadays it is very common to use words which are not gender marked as *chairperson, salesperson, police officer, firefighter* ... And *actress* and *waitress* have almost disappeared in favour of *actor* and *waiter* for both men and women.

Other profession names, as in Spanish, do not come from a verb or noun, but they are a different, independent noun: *secretary, coach, doctor, surgeon, nurse, chef, mechanic, clown, architect, veterinary, cook...*

Ejercicio Resuelto

Click to read the Spanish translation.

En inglés, como en muchos otros idiomas, se usan los sufijos para formar otras palabras. Los sufijos normalmente cambian la parte de la oración, esto es, de verbo a nombre o de nombre a adjetivo pero a veces también cambian el significado.

Muchos nombres de profesiones se forman añadiendo un sufijo a un verbo o a un nombre.

Otros nombres de profesiones, como en español, son palabras independientes que no se derivan de un verbo o nombre.

Think about it

Do you know how to ask about someone's job?

You can ask some of these questions:

- ✓ What do you do?
- ✓ What is your job?
- ✓ What do you do for a living?
- ✓ Have you got a job?
- ✓ How do you make a living?

The most common answer is:

- ✓ I am a (nurse).
- ✓ I am an ...(actor).

2.8.- Now you put it into practice (VI).



Autoevaluación

Try and guess who does these jobs.

Matching exercise

Job	Number	Definition
Mechanic.	<input type="checkbox"/>	01.- A person who repairs machines and engines, such as photocopiers, printers, etc.
Teacher.	<input type="checkbox"/>	02.- A person who visit and cures ill people.
Dentist.	<input type="checkbox"/>	03.- In a company, someone who deals with budgets and taxes.
Accountant.	<input type="checkbox"/>	04.- A person who answers the phone and receives visitors.
Firefighter.	<input type="checkbox"/>	05.- Someone who repairs cars and motorbikes.
Technician.	<input type="checkbox"/>	06.- Someone who plays the violin.
Receptionist.	<input type="checkbox"/>	07.- A person whose profession is to teach.
Doctor.	<input type="checkbox"/>	08.- This person takes great risks when a fire breaks out.
Violinist.	<input type="checkbox"/>	09.- This person takes teeth out of our mouth.
Camerawoman.	<input type="checkbox"/>	10.- This woman uses a camera to record actions or landscape.

Enviar

Not difficult, was it? And you can revise names of jobs from the previous session.

A step ahead

Visit the link and practice with the Job Center games.

[English Language Listening Lab Online.](#)

2.9.- Pronunciation of final "s".

How to pronounce the -s / -es in English?

Before we have looked at the spelling changes when making the third person singular, which are the same as the plural of nouns and the possession with 's.

When adding -s or -es the word may have three different sound endings.

✓ /s/ after voiceless sounds /p/ /t/ /k/ /f/ /θ/

cups, Pete's friend, puts

Script

✓ /z/ after voiced sounds /b/ /d/ /g/ /v/ /ð/ /m/ /n/ /ŋ/ /l/ /r/ /w/ /j/ and vowel sounds

bags, Jane's sisters, plays

Script

✓ /ɪz/ after sibilants /s/ /ʃ/ /tʃ/ /z/ /ʒ/ /dʒ/

kisses, Alices, washes

Script

Voiced and unvoiced sounds.

As you can see, English has got voiced and unvoiced consonants, the same as in Spanish. Put your fingers on your throat or in your ears and pronounce the sound /p/ several times. Now pronounce the sound /b/. You should notice the vocal chords vibrating when you pronounce the sound.

Ejercicio Resuelto

Click to read the Spanish translation.

Como pronunciar la -s/-es en inglés:

Ya hemos visto los cambios ortográficos para hacer la tercera persona del singular del presente simple, que son los mismos que los que se dan en el plural de los nombres y de la posesión con "s".

Cuando añadimos s/-es la palabra puede tener tres diferentes sonidos.

- ✓ /s/ si sigue a un sonido sordo
- ✓ /z/ si sigue a un sonido sonoro
- ✓ /ɪz/ tras sibilantes

Como puedes ver la lengua inglesa tiene consonantes sordas y sonoras, como en español. Pon los dedos sobre la garganta o en los oídos y pronuncia el sonido /p/ varias veces. No tienes que notar ninguna vibración en las cuerdas vocales. Repítelo con el sonido /b/. Con este sonido tienes que notar la vibración de las cuerdas vocales.

2.10.- Now you put it into practice (VII).

Autoevaluación

Listen and classify these regular verbs depending on their -s/-es pronunciation. Write 1 for /s/, 2 for /z/ and 3 for /iz/ in the gaps.

Script

Matching exercise

Verb	Number	Pronunciation
Laughs.	<input type="checkbox"/>	1. /s/
Dances.	<input type="checkbox"/>	
Misses.	<input type="checkbox"/>	
Rests.	<input type="checkbox"/>	
Shouts.	<input type="checkbox"/>	
Plays.	<input type="checkbox"/>	
Cleans.	<input type="checkbox"/>	2. /z/
Changes.	<input type="checkbox"/>	
Controls.	<input type="checkbox"/>	
Lives.	<input type="checkbox"/>	
Travels.	<input type="checkbox"/>	
Walks.	<input type="checkbox"/>	
Tries.	<input type="checkbox"/>	3. /iz/
Washes.	<input type="checkbox"/>	
Counts.	<input type="checkbox"/>	
Stops.	<input type="checkbox"/>	
Drowns.	<input type="checkbox"/>	
Kisses.	<input type="checkbox"/>	

Enviar

Not difficult, was it?

To learn the difference between voiced and unvoiced sounds visit the BBC site again or the fonetiks one. If you want an explanation in Spanish log on to ompersonal.com

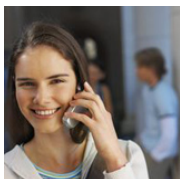
[Voiced and voiceless sounds.](#)

[British English: voiced & voiceless.](#)

[Voiced & voiceless rounds.](#)

A step ahead

3.- Words you need. Job Seeking.



In this section we are going to learn more words that have to do with jobs and work, more specifically job seeking related words, including adjectives to describe working skills. There are many of them, but don't worry, a lot of them are cognates, that is, they are similar to their Spanish counterparts.

Job seeking

Words & expressions (1)	Translation (1)	Words & expressions (2)	Translation (2)	Words & expressions (3)	Translation (3)
Ambition.	Ambición.	Experience.	Experiencia.	Recruit.	Contratar.
Appearance.	Aspecto. (if you "keep us appearances," you continue to behave in the way that people have come to expect of you)	Grant an interview.	Conceder una entrevista.	Referees.	Referencias.
Applicant.	Solicitante.	Hire.	Contratar, alquilar.	References.	Referencias.
Application form.	Impreso de solicitud.	Honesty.	Honestidad.	Reliability.	Fiabilidad.
Application letter.	Carta de solicitud.	Interests.	Intereses.	Skills.	Destrezas, habilidades.
Apply for a job.	Solicitar un trabajo.	Interview.	Entrevista.	Strengths.	Virtudes, puntos fuertes.
Attitude.	Actitud.	Interviewee.	Entrevistado o entrevistada.	Team work.	Trabajo en equipo.
Candidate.	Candidato o candidata.	Interviewer.	Entrevistador o entrevistadora.	Trainee.	Trabajador o trabajadora en prácticas, aprendiz.
Confidence.	Confianza.	Job advertisements.	Anuncios de trabajo.	Training.	Formación, capacitación. ("training" is also physical exercise that you do regularly to keep fit or to prepare to play a sport).

Words & expressions (1)	Translation (1)	Words & expressions (2)	Translation (2)	Words & expressions (3)	Translation (3)
Contract.	Contrato.	Nervousness.	Nerviosismo.	Training course.	Curso de formación.
Employee.	Empleado o empleada.	Organisational skills.	Capacidades organizativas.	Vacancy.	Puesto vacante.
Employer.	Empleador o empleadora, patrón o patrona.	Personality.	Personalidad.	Weaknesses.	Flaquezas, puntos débiles.
Enclose.	Adjuntar.	Promotion.	Ascenso.	Work experience.	Experiencia laboral.
Enthusiasm.	Entusiasmo.	Qualifications.	Cualificaciones.		

3.1.- Working Skills.



Adjectives to describe working skills

Adjective (1)	Translation (1)	Adjective (2)	Translation (2)	Adjective (3)	Translation (3)
Accurate.	Preciso o precisa.	Enthusiastic.	Entusiasta.	Personable.	De buen aspecto.
Active.	Activo o activa.	Experienced.	Con experiencia.	Pleasant.	Agradable.
Adaptable.	Flexible.	Fair.	Justo o justa.	Positive.	Positivo o positiva. (when you are "positive" about a decision, you are sure, you don't have doubts. eg. "you will pass the test, i am positive") .
Ambitious.	Ambicioso o ambiciosa.	Firm.	Estricto o estricta, firme. (as a noun, "firm" means company)	Practical.	Práctico o práctica.
Broad-minded.	De mente abierta.	Genuine.	Sincero o sincera.	Productive.	Productivo o productiva.
Competent.	Competente.	Good with people.	Sociable.	Reliable.	De confianza, responsable. (the verb "rely" is used with the preposition on. eg. "i rely on him").
Confident.	Con confianza en sí mismo o en sí misma.	Honest.	Honesto u honesta.	Resourceful.	Con recursos.
Conscientious.	Conciencioso o concienzuda.	Innovative.	Innovador o innovadora.	Self-disciplined.	Autodisciplinado o autodisciplinada.
Creative.	Creativo o creativa.	Logical.	De mente lógica.	Sense of humour.	Sentido del humor. (be careful: this is not an adjective but a noun!) .
Dependable.	Fiable.	Loyal.	Leal.	Sensible.	Sensato o sensata.
Determined.	Decidido o decidida, resuelto o resuelta.	Mature.	Maduro o madura.	Sensitive.	Sensible.

Adjective (1)	Translation (1)	Adjective (2)	Translation (2)	Adjective (3)	Translation (3)
Diplomatic.	Diplomático o diplomática.	Methodical.	Metódico o metódica.	Sincere.	Sincero o sincera.
Discreet.	Discreto o discreta.	Motivated.	Motivado o motivada.	Successful.	Con éxito.
Dynamic.	Dinámico o dinámica.	Nervous.	Nervioso o nerviosa.	Tactful.	De mucho tacto.
De mucho tacto.	Eficiente, eficaz.	Objective.	Objetivo u objetiva.	Trustworthy.	De confianza.
Energetic.	Enérgico, lleno de energía.	Outgoing.	Sociable.	Well-organised.	Bien organizado u organizada.
Enterprising.	Lleno o llena de iniciativa.				

3.2.- Now you put it into practice (VIII).

Autoevaluación

Write the correct word from the list below in each of the sentences from a job ad.



Dependable experience motivate prepared skills unsupervised weekends.

Must have excellent communication () .

Must be available to work () , holidays and overtime.

Must be flexible, () , trustworthy.

Must have a positive attitude and work well () .

Must be able to () young people.

Must be () to travel.

Must be enthusiastic and have work () .

Enviar

Autoevaluación

Make adjectives from the following nouns.

- ✓ Ambition. () .
- ✓ Confidence. () .
- ✓ Enthusiasm. () .
- ✓ Honesty. () .
- ✓ Nervousness. () .
- ✓ Reliability. () .

Enviar

Think about it

What are the missing adjectives. The first letter is given.

1. Someone who is able to use information technology is c ...
2. Someone you can count on is r ...

3. Someone who can start work at once is a ...
4. Someone who can speak fluently is a ...
5. Someone who feels confident about the future is o ...
6. Someone who thinks of other people feelings is c ...
7. Someone who shows enthusiasm and energy is e ...

1. Computer-literate.
2. Reliable.
3. Available .
4. Articulate.
5. Optimistic.
6. Considerate.
7. Enthusiastic.

Autoevaluación

Fill in the blanks with a suitable word from the list.

dynamic - flexible - promotion - interviewer - personality.

- ✓ People must be more () and be able to adapt to different conditions and circumstances.
- ✓ Some positions in a firm require a strong () .
- ✓ If you get a () , you are given a more important job and are usually paid more money.
- ✓ When somebody is () , they are full of energy and full of new and exciting ideas.
- ✓ The () asked the applicants lots of irrelevant questions.

Enviar

A step ahead

For more vocabulary on jobs, business, industry, industrial relations and occupations go to the non-stop-English page.

[Jobs, business, industry, industrial relations, occupations.](#)

Appendix I.- Ordinal and cardinal numbers.















Ordinal and Cardinal numbers









ARABIC SYMBOL	CARDINAL NUMBER	ORDINAL NUMBER	ORDINAL SYMBOL
1	One.	First.	1 st
2	Two.	Second.	2 nd
3	Three.	Third.	3 rd
4	Four.	Fourth.	4 th
5	Five.	Fifth.	5 th
6	Six.	Sixth.	6 th
7	Seven.	Seventh.	7 th
8	Eight.	Eighth.	8 th
9	Nine.	Ninth.	9 th
10	Ten.	Tenth.	10 th
11	Eleven.	Eleventh.	11 th
12	Twelve.	Twelfth.	12 th
13	Thirteen.	Thirteenth.	13 th
14	Fourteen.	Fourteenth.	14 th
15	Fifteen.	Fifteenth.	15 th
16	Sixteen.	Sixteenth.	16 th
17	Seventeen.	Seventeenth.	17 th
18	Eighteen.	Eighteenth.	18 th
19	Nineteen.	Nineteenth.	19 th
20	Twenty.	Twentieth.	20 th
30	Thirty.	Thirtieth.	30 th
31	Thirty-one.	Thirty-first.	31 st
40	Forty.	Fortieth.	40 th
50	Fifty.	Fiftieth.	50 th
60	Sixty.	Sixtieth.	60 th
70	Seventy.	Seventieth.	70 th
80	Eighty.	Eightieth.	80 th

90	Ninety.	Ninetieth.	90 th
100	One hundred.	One hundredth.	100 th
101	One hundred and one.		
140	One hundred and forty.		
184	One hundred and eighty four.		
200	Two hundred.	Two hundredth.	200 th
201	Two hundred and one.		
300	Three hundred.	Three hundredth.	300 th
1,000	One thousand.	One thousandth.	1000 th
1,001	One thousand and one.		
1,050	One thousand and fifty.		
1,500	One thousand, five hundred.		
10,000	Ten thousand.		
100,000	One hundred thousand.		
1,000,000	One million.		
1,000,000,000	One billion.		

Appendix.- Licenses of resources.

Licenses of resources used in session 2. "Job ads".

Resource (1)	Resource information (1)	Resource (2)	Resource information (2)
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MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.	MP3	By: CEJA. License: Uso educativo no comercial. From: CEJA.
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