**Class 5 - Content: Professional experience**

I – Objective: Describing professional experience

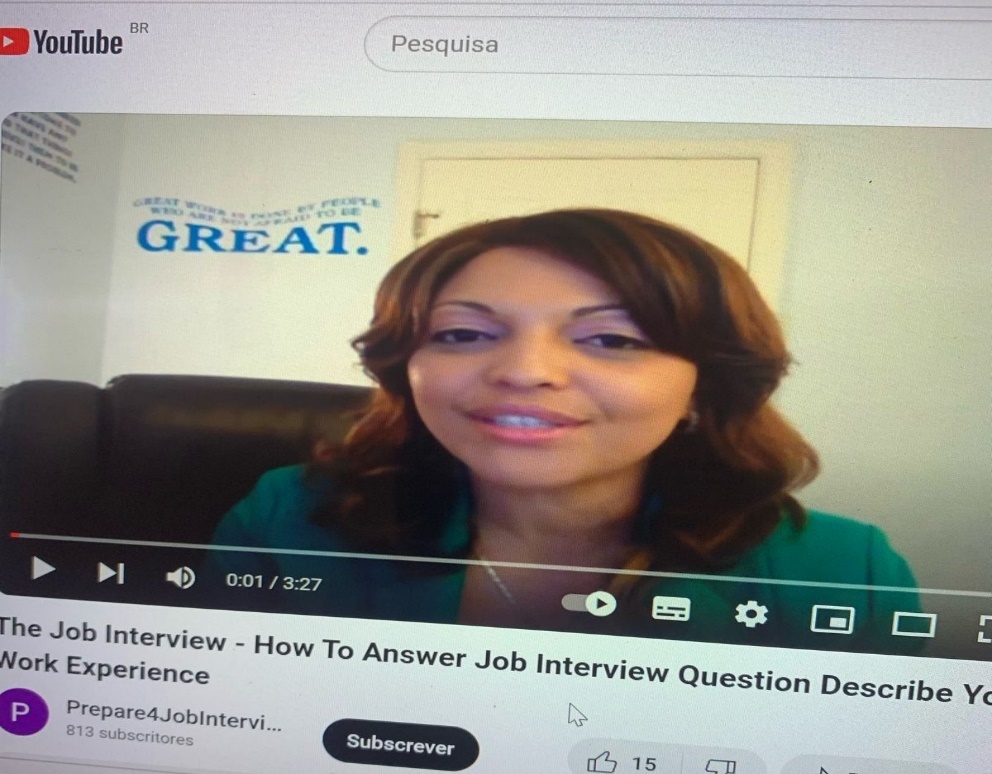
# Warm up: song: Green Day - Wake Me Up When September Ends - <https://www.youtube.com/watch?v=V2joP93HHzs>

Problem 1: At job interviews it is common that interviewers ask you to talk about your professional experience. So, to practice this sort of situation, prepare a presentation describing your professional experience. (2,0 pontos)

To help you to solve the problem, you can do the following activities or choose your own way:

1 – Watching a video: watch this video in which a woman suggests three important formula when you talk about your professional experience in job interviews. Write down a draft about you using the 3 formula.

<https://www.youtube.com/watch?v=ox-T6YNUuu4>



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2 – Reading and vocabulary: Read two people describing their work experience as examples to help you to talk about yours and take notes.

**Administrative assistant**

**Example:** “I have spent five years as an executive assistant with Wiler, Inc. in administrative support roles. As the current executive assistant to the CFO, I frequently collaborate with other administrative assistants to perform calendar management, coordinate international travel and assemble research reports for the financial specialists in our six offices around the world. At the beginning of last year, I optimized our email filtering system to improve office communication and reduce the amount of missed messages by 28%. I understand that your company depends a lot on email communication, so I want to use my organizational abilities to achieve faster communication processes in this office.”

**Social media specialist**

**Example:** “My experience includes a variety of marketing and advertising opportunities. In college, I was the ad intern at the local radio station, where I designed event posters for local concerts and music festivals. Then I worked as a market research assistant, analyzing consumer data and drafting reports for the marketing director. My other positions allowed me to practice applying research to writing ad copy, social media posts and a few radio commercial scripts. As your social media specialist, I would want to continue sharing my research insights and improving my ability to transform consumer data into actionable, engaging content.

(from: <https://www.indeed.com/career-advice/interviewing/interview-question-tell-me-about-your-work-experience>)

**Class 6 - Content: Professional experience**

I – Objective: Describing professional experience

Warm up: song: Beyoncé - If I were a boy –<https://www.youtube.com/watch?v=AWpsOqh8q0M>

3– Speaking – Ask and answer these questions:

1- What did you learn from your work experience?

2 – What aspects of your work experience did you find most challenging?

3 – What aspects of your work experience did you find most difficult?

4 – What did you like most about the work experience you had?

5 – During your work experience, what are the 3 most important skills?

6 – What are your strengths and weaknesses?

7 – What did you do in the last year to improve your knowledge?

8 – What is the most difficult thing you have ever done?

9 – What are the 3 things that are most important for you in a job?

10 - What motivates you to work?

11 - How long do you plan to continue working where you are?

**12 - Is it better to be a boss or an employee? Why?**



**(from** [**https://unsplash.com/pt-br/fotografias/grupo-de-pessoas-que-usam-laptop-QckxruozjRg**](https://unsplash.com/pt-br/fotografias/grupo-de-pessoas-que-usam-laptop-QckxruozjRg)**)**

**Class 7 - Content: Professional experience**

I – Objective: Describing professional experience

4 - Speaking – prepare the oral presentation about your professional experience suggested in problem 1.



(from <https://www.istockphoto.com/br/search/2/image-film?phrase=writing+activity>)

**Class 8 - Content: Professional experience**

5 – Oral presentation: Oral presentation of the activity suggested in problem 1. (2,0 pontos)



(from <https://www.freepik.com/premium-photo/smiling-businessman-explaining-colleagues_27514804.htm>)