

Inglês Técnico

Objetivos:

Preparação para entrevista de emprego.

Principais adjetivos para descrever características pessoais, bem como palavras e expressões comuns usadas para escrever um CV.

Perguntas típicas que podem ser feitas durante uma entrevista de emprego.

EXERCÍCIOS

Look at the dictionaries (links below) to help you answer to the questions:

<https://www.collinsdictionary.com/dictionary/english/>

<https://www.dictionary.com/>

<https://www.merriam-webster.com/>

Enhancing your ability to communicate your qualifications effectively through CVs, cover letters, and interviews.

Step 1: Work on Adjectives

Purpose: Learn to use specific adjectives that effectively describe personal qualities and professional competencies.

Activity: We will start by identifying adjectives that can accurately describe your strengths and skills. This will help you articulate your abilities more precisely in your CVs, cover letters, and interviews.

Step 2: Soft Skills

Purpose: Understand and articulate the soft skills you possess that are crucial for the workplace.

Activity: Each student will research and identify key soft skills relevant to their desired job roles. We will discuss these skills and why they are valuable in professional settings.

Step 3: CV Headings

Purpose: Organise and structure your CV effectively.

Activity: We'll review common CV headings such as Education, Experience, and Skills. You'll learn how to categorise information under each heading to make your CV clear and impactful.

Step 4: Cover Letter

Purpose: Master the art of writing an engaging and persuasive cover letter.

Activity: I will provide templates and examples of effective cover letters. You'll practice tailoring your cover letter to highlight how your skills and experiences align with the job description.

Step 5: Interview Questions

Purpose: Prepare for typical questions asked during interviews.

Activity: We will analyse common interview questions.

Step 6: Expressions to Answer

Purpose: Equip you with expressions and formulations to effectively respond to interview questions.
Activity: We'll practice using specific phrases and structures that help convey your answers clearly and professionally during interviews.

Step 7: Practice Interview

Purpose: Simulate a real interview environment to apply what you've learned.

Activity: Conduct mock interviews where you'll respond to questions using the skills and expressions we've practiced.

THE JOB SEARCH

Activity 1 – Personal characteristics

Match the adjectives below with their correct definitions and discuss how important these characteristics are for your job or the job that you want to apply for:

- | | |
|-------------------|---|
| 1. experienced | → f. having skill or knowledge because you have done something many times |
| 2. self-motivated | → a. able to make yourself do something well |
| 3. communicative | → b. able to talk to people easily and share information |
| 4. enthusiastic | → d. energetically interested in something and willing to be involved in it |
| 5. dynamic | → e. having lots of ideas and energy |
| 6. hardworking | → c. continually doing a lot of work |

Other characteristics: trouble-shooter, sociable, self-disciplined, reliable, responsible, organised, team worker, resilient, flexible, conscientious, creative, etc.

How important are these characteristics for your job or the job that you want to apply for?
Adjectives are important for students preparing for a job search because they help to:

Showcase personal qualities:

Adjectives allow students to describe their personal qualities and strengths, providing potential employers with a better understanding of their character and how they can contribute to the organisation.

Enhance resumes and cover letters:

Using adjectives in resumes and cover letters can make the content more engaging and memorable. By using descriptive words, students can create a vivid picture of their skills and experiences, which can help them stand out from other candidates.

Demonstrate soft skills:

Adjectives can help students highlight their soft skills, which are often just as important as technical skills in the job market. By using adjectives that describe their communication, teamwork, or problem-solving abilities, students can emphasize these crucial skills to potential employers.

Improve interview performance:

When discussing experiences and skills during job interviews, using adjectives can make the responses more persuasive and impactful. By describing their abilities and accomplishments with strong, descriptive words, students can leave a lasting impression on the interviewer.

Tailor applications to specific roles:

Adjectives can be used to adapt a student's job application to the specific requirements and company culture of the target organisation. By choosing adjectives that resonate with the employer's values and expectations, students can increase their chances of being considered for the position.

Convey professionalism and maturity:

Using appropriate adjectives can help students demonstrate their professionalism and maturity, showing potential employers that they are capable of expressing themselves clearly and effectively.

Build self-awareness and confidence:

Identifying and using adjectives to describe their skills and qualities can help students become more self-aware of their strengths, which in turn can boost their confidence during the job search process.

Activity 2 – Soft Skills Exploration (Individual work)

Soft skills are a combination of personal attributes, interpersonal abilities, and social skills that enable individuals to interact effectively and harmoniously with others. These skills are often intangible and non-technical, but they play a crucial role in fostering positive relationships, communicating efficiently, and achieving success in personal and professional settings.

In this activity, you will research and discover additional soft skills that are important for personal and professional success. Working individually, follow the steps below to identify new soft skills.

Step 1: Research

Research online or use other resources to identify new soft skills not covered in Activity 1. These can be skills that are relevant to your current or desired job, or simply skills you find interesting or valuable.

Step 2: Choose the top three skills

For each skill, provide a brief explanation of what it is, why it is important, and how it can be applied in a professional setting. Choose the top three skills that you believe are the most important or relevant to your career goals.

Step 3: Develop scenarios

For each of the top three soft skills chosen in Step 2, create a scenario where the skill would be applicable in a professional setting. The scenarios should be specific and provide context for how the skill can be demonstrated effectively.

Examples for Web and Mobile Development:

Example 1: Effective Communication

Effective communication is ***the ability to convey information and ideas clearly and efficiently***. In Web and Mobile development, clear communication is essential for understanding project requirements, collaborating with team members, and ensuring that stakeholders are kept informed about project progress.

Scenario: A web and mobile developer is tasked with implementing a new feature based on a client's requirements. Demonstrating effective communication, the developer ***clarifies any ambiguities in the requirements by discussing them with the client, collaborates with team members to integrate the feature smoothly, and provides regular updates to the project manager to ensure transparency and alignment with project goals***.

Example 2: Teamwork

Teamwork involves ***working effectively and harmoniously with others to achieve a common goal***. In web and mobile development, teamwork is crucial for completing projects successfully, as it often requires collaboration among developers, designers, testers, and other stakeholders.

Scenario: A development team is working on a new software release with a tight deadline.

Demonstrating teamwork, each team member takes responsibility for their assigned tasks while also being willing to assist others when needed. The team regularly holds stand-up meetings to discuss progress, share ideas, and resolve any issues collaboratively, ensuring that the project stays on track and is delivered on time.

Example 3: Time Management

Time management is ***the ability to plan and control how much time to spend on specific activities***. In web and mobile development, managing time efficiently ensures that coding, testing, and debugging tasks are completed within the project timeline, allowing for timely releases and updates.

Scenario: A web and mobile developer is responsible for developing a new module for an application. Demonstrating time management skills, the developer ***creates a detailed project plan, sets realistic deadlines for each phase of development, prioritises tasks based on their importance, and ensures that the module is completed and tested well before the final release date. Regular progress reviews help the developer stay on schedule and address any potential delays promptly.***

Activity 3 – The cv

Read the following cv summary and fill in the header for each section with:

PERSONAL DETAILS

PROFILE

EDUCATION

WORK EXPERIENCE

SKILLS AND INTERESTS

Andrea Patarino

Rome, Italy

PERSONAL DETAILS 1

Date of birth: 23 June 1990

Marital status: Single

PROFILE 2

A British Culture Studies and English Linguistics graduate with four years' experience in the field of international cultural cooperation. Self-motivated, dynamic and ready to meet new challenges.

EDUCATION 3

2010-2015 University of Rome, M.A. in British Culture Studies

WORK EXPERIENCE 4

2013-present **Project co-ordinator**, British Council, Rome, Italy

2012-2013 **Internship**, National Youth Agency, Leicester, UK

2011-2012 **Tour guide**, Tourist Information Centre, Rome, Italy

SKILLS AND INTERESTS 5

IT skills (Windows and Microsoft Office), fluent in English and Spanish, enjoys reading and skiing.

Now read the following job advert:

Language Worldwide is an established international language centre seeking a dynamic, self-motivated and responsible person for the position of project coordinator. Suitable candidate must be a university graduate and be proficient in at least 2 languages, including English.

Activity 4 – Cover letter

Look at the cover letter below and answer the **analysis questions**:

A: Information

1. What is the job the person is applying for?

The person is applying for the position of Project Coordinator at Language Worldwide.

2. State all **the person's experience**.

University graduate with proficiency in English, Italian, and French.

Successfully managed various international projects for the British Council.

Organised special events and prepared budget forecasts.

Worked within international teams and dealt with external partners.

Served as a project coordinator for the British Council in Rome.

3. State all of **the qualities expressed**.

Highly motivated and dynamic

Proficient in multiple languages

Interpersonal and communication skills

Problem-solving skills

Leadership skills

Ability to work under pressure

Passion for cultural relations

B: Organisation

Label the letter with the following components:

1. **Opening greeting**
2. **Reason for writing**
3. **Experience/qualities**
4. **Hopes/closing line**

5. Closing greeting

Dear Hiring Manager, **1**

I am writing to apply for the position of Project Coordinator at Language Worldwide, as advertised on your website. **2**

3 As a highly motivated and dynamic individual with experience in managing international projects, I believe that I possess the skills and qualifications necessary to excel in this role.

As a university graduate, I have had the opportunity to develop my language skills and become proficient in English, Italian, and French. Over the past few years, I have successfully managed various international projects for the British Council, including organising special events and preparing budget forecasts. My experience has allowed me to work within international teams and deal with external partners, which has improved my interpersonal and communication skills.

During my period as a project coordinator for the British Council in Rome, I have faced various challenges that have allowed me to develop my problem-solving and leadership skills. For instance, when one of the main speakers fell ill a few days before the event, I worked with our partners and successfully rescheduled the project events.

I am confident that my ability to work under pressure and my passion for cultural relations will make me a valuable addition to the Language Worldwide team. I am excited about the opportunity to grow with a well-established company and take on additional responsibilities, and I believe that this position aligns with my long-term goals.

4 Thank you for considering my application. I am available for an interview at your convenience and look forward to the opportunity to discuss my qualifications further.

5 Sincerely,

Andrea Patarino

Activity 6 – Verb Tense Hunt

Throughout the letter, the writer skilfully uses different verb tenses to provide a clear and comprehensive overview of his experiences, qualities, and intentions. This helps to create a persuasive and engaging narrative that effectively communicates the writer's suitability for the position.

In the letter, various verb tenses are used to express experiences, qualities, and other information, for example:

The Present Continuous is used to describe actions or situations that are currently in progress or ongoing.

- I am writing to apply for the position of Project Coordinator at Language Worldwide

The **Present Simple** is used to express facts, habits, and general truths.

- I believe that I possess the skills and qualifications necessary to excel in this role.
- I am excited about the opportunity to grow with a well-established company and take on additional responsibilities...

The **Present Perfect** is used to **describe experiences and accomplishments** that occurred at an unspecified time in the past and are still relevant to the present situation.

- As a university graduate, I have had the opportunity to develop my language skills..."
- Over the past few years, I have successfully managed various international projects for the British Council...

The **Past Simple** is used to describe past actions, events, or completed experiences.

- During my period as a project coordinator for the British Council in Rome, I faced various challenges...
- ...when one of the main speakers fell ill a few days before the event, I worked with our partners and successfully rescheduled the project events.

Adapted Content for Software Development Students

There are some sentences below that can be used as examples in your CV or cover letter when applying for entry-level positions in software development. Here's how you can incorporate them:

CV

Include a section titled "**Relevant Internship Experience**" and list the specific internships you have completed.

Use the sentences as bullet points under the internship to highlight the tasks, responsibilities, and skills gained during that experience.

Customise the sentences by incorporating your own internship details and specific achievements.

Cover Letter

Begin your cover letter by briefly introducing yourself and expressing your interest in the position. Use the sentences as supporting points to showcase your relevant experience and skills.

Elaborate on the experiences mentioned in the sentences, providing more context and explaining how they have contributed to your knowledge and abilities.

Highlight any specific accomplishments or positive outcomes from your internship.

Conclude the cover letter by expressing your enthusiasm for the opportunity to contribute to the organisation and your eagerness to learn and grow in the field of web and mobile development.

Remember to adapt the sentences to fit your own experiences, skills, and goals. Use them as inspiration to craft your own unique statements that effectively convey your internship experiences and their relevance to the positions you are applying for.

Example Sentences for CV and Cover Letter

CV

During my internship, I gained practical experience in developing and maintaining web applications using various programming languages and frameworks, ensuring robust and scalable solutions.

As a web and mobile development intern, I assisted in the design and implementation of new features based on user requirements, contributing to the overall functionality and user experience of the applications.

Throughout my web and mobile development internship, I developed a solid understanding of version control systems like Git, collaborating with team members to manage code changes and track project progress.

In my web and mobile development internship, I collaborated with the QA team to identify and fix bugs, enhancing the quality and reliability of the software products.

During my internship, I worked closely with senior developers to refactor existing codebases, improving performance and maintainability.

As a web and mobile development intern, I assisted in conducting code reviews, providing constructive feedback to peers and ensuring adherence to coding standards and best practices.

Throughout my internship, I actively participated in Agile development processes, attending daily stand-ups and sprint planning meetings to ensure efficient project management and delivery.

In my internship, I gained hands-on experience in database management, working with SQL and NoSQL databases to store and retrieve application data effectively.

Cover Letter

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position] at [Company Name]. With a background in web and mobile development, complemented by hands-on experience gained during my internship at [Internship Company], I am eager to contribute to your team and further develop my skills in this dynamic field.

During my internship, I gained practical experience in developing and maintaining web applications using various programming languages and frameworks, ensuring robust and scalable solutions. I assisted in the design and implementation of new features based on user requirements, contributing to the overall functionality and user experience of the applications. Additionally, I developed a solid understanding of version control systems like Git, collaborating with team members to manage code changes and track project progress.

One of my key projects involved collaborating with the QA team to identify and fix bugs, enhancing the quality and reliability of the software products. Moreover, I worked closely with senior developers to refactor existing codebases, improving performance and maintainability. I also assisted in conducting code reviews, providing constructive feedback to peers, and ensuring adherence to coding standards and best practices.

I am particularly proud of my role in actively participating in Agile development processes, where I attended daily stand-ups and sprint planning meetings to ensure efficient project management and delivery. This experience taught me the importance of effective communication, teamwork, and time management in achieving project goals.

I am enthusiastic about the opportunity to bring my skills and experiences to [Company Name]. I am confident that my background, combined with my eagerness to learn and grow, makes me a strong candidate for this position. Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing how I can support [Company Name]'s objectives.

Sincerely,
[Your Name]

Activity 7 - Interview questions and answers

Look at the following 'difficult' questions that you might hear during a job interview:

- How would you describe yourself?
- What influenced you to choose a career in ...?
- How has your university education prepared you for a job in ...?
- Tell me about your current job. What have you been doing?
- How would you describe yourself in terms of your ability to work as a member of a team?
- Tell me about a major problem you recently handled. Were you successful in resolving it?
- How do you handle pressure?
- Why do you want to work for this company?
- What do you feel you have to offer this company?
- What personal weakness has caused you the greatest difficulty on the job?
- What would you say has been your most rewarding accomplishment?
- What are your goals for the future?
- What do you think you'll be doing in five years' time?

(audio) Listen to an extract from Andrea's interview at *Language Worldwide* and tick the questions that you hear.

Activity 8 - Key expressions

Complete the following collocations from the interview:

1. be motivated → b. by challenge
2. manage → e. international projects
3. deal with → g. outside partners
4. motivate → f. others
5. meet → d. deadlines
6. work → h. under pressure
7. be part of → a. a well-established company
8. delegate → c. certain tasks

Now look at the following expressions from the interview and match them to their functions below:

a. describing your current job

As you can see from my CV, I've been working as a project co-ordinator for the British Council in Rome for several years.

My job has mainly involved organising special events

b. describing your personal qualities

I would describe myself as someone who is ambitious, hardworking and motivated by challenge.

c. describing a personal weakness

I guess at times I am a little reluctant to delegate certain tasks.

d. describing how you overcame a difficult situation

Against the odds, I managed to successfully work with our partners and reschedule the project events.

e. describing your ambitions

My long-term goals involve growing with a company where I can continue to learn, and take on additional responsibilities.

Once I gain the necessary experience, I see myself moving on to a management position.

f. describing your achievements

I would say successfully completing my university degree has been my most rewarding accomplishment.

Activity 9 - Personalise and Practice

In this activity, you will use the interview questions from Activity 7 and the expressions from Activity 8 to create your own answers. Adapt the expressions to suit your personal experiences and ambitions. This will help you to develop the language you need to talk about yourself and your professional experiences effectively.

Follow the steps below to complete this activity:

Step 1

Look at each of the interview questions from Activity 7. Think about how you would answer these questions based on your own experiences, skills, and future goals.

How would you describe yourself? Think about your personal qualities and strengths that are relevant to the field.

What influenced you to choose a career in web and mobile development? Reflect on your motivations and any experiences that led you to this career path.

How has your education and training prepared you for a job in web and mobile development? Consider the specific courses, projects, and experiences that have equipped you with the necessary skills.

Tell me about your current job. What have you been doing? Describe your internship or any relevant work experience, focusing on your responsibilities and achievements.

How would you describe yourself in terms of your ability to work as a member of a team? Highlight your teamwork skills and provide examples of successful collaborations.

Tell me about a major problem you recently handled. Were you successful in resolving it? Think of a challenging situation you faced during your internship or studies and explain how you resolved it.

How do you handle pressure? Discuss your strategies for managing stress and maintaining productivity under pressure.

Why do you want to work for this company? Research the company and explain why it appeals to you and how you can contribute to its success.

What do you feel you have to offer this company? Identify your key skills and experiences that are relevant to the job and explain how they make you a valuable asset.

What personal weakness has caused you the greatest difficulty on the job? Be honest about a weakness and describe how you are working to overcome it.

What would you say has been your most rewarding accomplishment? Reflect on an achievement that you are particularly proud of and explain why.

What are your goals for the future? Discuss your long-term career aspirations and how this job fits into your plans.

What do you think you'll be doing in five years' time? Share your vision for your future career and the steps you plan to take to achieve it.

Step 2

Write down your answers for each question. Make sure you provide enough detail in your answers to fully answer each question. Review the expressions from Activity 8. Try to incorporate some of these expressions into your answers to make them more professional and impactful. Remember to adapt these expressions to fit your own personal circumstances.

How would you describe yourself?

I would describe myself as someone who is highly analytical, detail-oriented, and passionate about coding. I thrive in environments where I can solve complex problems and continually learn new skills.

What influenced you to choose a career in software development?

My interest in web and mobile development was sparked during a high school project where I created a simple game. I was fascinated by the process of bringing an idea to life through code, which led me to pursue further studies and internships in this field.

How has your education and training prepared you for a job in web and mobile development?

My education and training have focused on practical and theoretical aspects of web and mobile development. I completed several projects, such as developing a web application and contributing to open-source software, which provided me with hands-on experience. Additionally, I engaged in self-study through online courses and coding boot camps to stay updated with the latest technologies and best practices.

Tell me about your current job. What have you been doing?

As you can see from my CV, I've been interning as a web and mobile developer at *Code Innovators* for the past six months. My job has mainly involved developing new features for web applications, optimising existing code, and collaborating with the QA team to ensure the software is bug-free.

How would you describe yourself in terms of your ability to work as a member of a team?

I believe I am a collaborative team player who values the diverse perspectives that each team member brings. During my internship, I worked closely with a team of developers and designers to create a seamless user experience, which taught me the importance of effective communication and cooperation.

Tell me about a major problem you recently handled. Were you successful in resolving it?
During my internship, we encountered a performance issue with one of our applications. I worked with my team to identify the bottleneck, which was an inefficient database query, and implemented a more efficient solution. This improved the application's performance significantly.

How do you handle pressure?

I handle pressure by staying organised and maintaining a clear focus on priorities. During high-stress situations, I break down tasks into manageable steps and tackle them systematically. This approach helps me stay calm and ensures that I meet deadlines without compromising quality.

Why do you want to work for this company?

I am impressed by your company's innovative approach to web and mobile development and your commitment to creating high-quality products. I am particularly excited about the opportunity to work on cutting-edge projects that push the boundaries of what's possible in web and mobile development. I believe my skills and enthusiasm for continuous learning would be a great fit for your team.

What do you feel you have to offer this company?

I bring a strong technical background in web and mobile development, coupled with hands-on experience from my internships. My ability to quickly learn and adapt to new technologies, combined with my problem-solving skills, makes me a valuable asset. Additionally, my collaborative nature ensures that I work well in team environments to achieve common goals.

What personal weakness has caused you the greatest difficulty on the job?

I guess at times I am a little reluctant to delegate certain tasks because I want to ensure they are done correctly. However, I am working on this by learning to trust my colleagues' abilities and focusing on effective communication to ensure tasks are completed to a high standard.

What would you say has been your most rewarding accomplishment?

I would say successfully completing a complex web application project during my internship has been my most rewarding accomplishment. This experience taught me time management, dedication, and the importance of hard work, which I believe are crucial for success in any professional setting.

What are your goals for the future?

My long-term goals involve growing with a company where I can continue to learn and take on additional responsibilities. I am particularly interested in gaining expertise in software architecture and eventually leading a team of developers to create innovative solutions.

What do you think you'll be doing in five years' time?

In five years, I see myself in a senior web and mobile developer role, contributing to large-scale projects and mentoring junior developers. I also aim to stay updated with the latest advancements in web and mobile development to continuously bring innovative ideas to the table.

Step 3

Practice with a Partner

Find a fellow student, friend, or family member to engage in a mock interview. Practice answering the questions aloud, paying attention to your pronunciation, intonation, and fluency. Ask for feedback on both the content of your answers and your delivery. This will help you feel more confident and prepared for real interview situations.

Transcript - Interview questions and answers

Interviewer: How would you describe yourself?

Andrea: I would describe myself as someone who is ambitious, hardworking and motivated by challenge. My language and interpersonal skills have allowed me to successfully manage various international projects for the British Council over the past few years.

Interviewer: What influenced you to choose a career in cultural relations?

Andrea: Well, I've always been fascinated by the British/American language and culture, and how it has become so globally important.

Interviewer: Tell me about your current job. What have you been doing?

Andrea: As you can see from my CV, I've been working as a project co-ordinator for the British Council in Rome for several years. My job has mainly involved organising special events, such as the Social Diversity event which took place last month in Amsterdam. I have also helped prepare budget forecasts for various projects.

Interviewer: How would you describe yourself in terms of your ability to work as a member of a team?

Andrea: Well, during my period as a project co-ordinator for the British Council, I've had to work within an international team and deal with outside partners. I've had to motivate others to meet deadlines, and I get on well with everyone.

Interviewer: Tell me about a major problem you recently handled. Were you successful in resolving it?

Andrea: While I was co-ordinating a British Council project in Rome, one of the main speakers fell ill a few days before the event. Against the odds, I managed to successfully work with our partners and reschedule the project events. I was under a lot of pressure, but in the end the problem was resolved.

Interviewer: How do you handle pressure?

Andrea: I actually work better under pressure and I've found that I enjoy working in a challenging environment.

Interviewer: Why do you want to work for this company?

Andrea: Well, I am an ambitious person and I want to be part of a well-established company. I believe the job is tailored to my skills and experience, which include language skills and managing international projects.

Interviewer: What would you say has been your most rewarding accomplishment?

Andrea: I would say successfully completing my university degree has been my most rewarding accomplishment. I had to work pretty intensively since I was taking on several jobs to

support my studies, including working as a tour guide for English-speaking visitors to Rome.

Interviewer: **What personal weakness has caused you the greatest difficulty on the job?**

Andrea: I guess at times I am a little reluctant to delegate certain tasks. I think this is because I am hardworking by nature. However, my current employer has told me that I've made significant improvements during the last few months of the job, and I believe I will continue to improve in this area.

Interviewer: **What are your goals for the future?**

Andrea: My long-term goals involve growing with a company where I can continue to learn, and take on additional responsibilities. Once I gain the necessary experience, I see myself moving on to a management position.