**Riassunto sulle cose da mettere nel CV:**

**Domande comuni nei colloqui di lavoro e risposte esempio:**

| **Question** | **Possible Answer** |
| --- | --- |
| What did you like the most about school/university? | "I really enjoyed studying ... because ..." |
| What qualifications do you have? | "I have a high school diploma / a degree in ..." |
| Tell me about your work experience. | "Well, I work / worked as ..." |
| What were you responsible for? | "I was responsible for ..." |
| What kind of tasks did you have? | "My tasks included ..." |
| Can you use a computer? | "Yes, I have the ECDL qualification, which means I can ..." |
| Which foreign languages can you speak? | "I can speak ... fluently / well ..." |
| Can you drive a car? | "Yes, I have had my driving license for ..." |
| What do you like to do in your free time? | "I really like ..." |
| What are your strengths and weaknesses? | "My strengths are ... / I'm very good at ..., but I'm not very good at ..." |
| Why are you interested in this job? | "I think it would be a challenge. / I want to improve my skills and experience." |
| Why do you think you are a good candidate for this job? | "Because I have a lot of skills / experience that I can bring to the job. For example, ..." |

During a job interview, the employer may ask questions to assess the candidate's skills, experience, and personality. This table includes the most common interview questions along with sample answers to help prepare clear and professional responses. The questions may cover education, qualifications, work experience, technical and personal skills, motivations for the job, and future expectations.

**Linguaggio chiave per interagire (Indicatori discorsivi):**

| **Purpose** | **Expressions** |
| --- | --- |
| Organising what you say | Well, ... / Right. |
| Repeating something | Like I said, ... / As I was saying ... |
| Contradicting something you said | Mind you, ... / Still, ... |
| Changing the topic | By the way, ... / Incidentally, ... / Moving on ... |
| Sequencing | First of all ..., Secondly ..., Then ..., Finally ... |
| Clarifying what you say | I mean, ... / In other words, ... |
| Saying that you will explain something again | Let me start that again ... |
| Responding when listening to others | Uh-huh ... / Right. / Yes. |
| Indicating agreement | Absolutely! / Great! / Sure! |
| Indicating a difference of opinion / contradicting what's been said | Actually ... / Yes, but ... / Well, the thing is ... |
| Showing interest or surprise | Really? / Oh, really? |

Discourse markers are expressions that help make speech more natural, fluid, and understandable. This table collects the main ways to structure what you say, clarify a point, change topics, express agreement or disagreement, and show interest in a conversation. Using them correctly allows for clear and coherent communication, improving interaction with the listener and making speech more effective.

**Uscire dai guai:**

| **Purpose** | **Expressions** |
| --- | --- |
| Saying that you don’t understand | Sorry, I don’t understand. / I’m not sure what you mean. / Could you explain that in a different way? / What do you mean exactly? |
| Asking for repetition | Sorry, could you repeat that, please? / Could you say that again? / I didn’t catch that. / I missed that, could you repeat it? |
| Giving yourself time to think | Well, let me think about that... / That’s an interesting question... / I haven’t really thought about that before, but... / Let me see... / Give me a second to think... |

During a job interview, you might face challenging situations—for example, not understanding a question, needing it to be repeated, or requiring extra time to think before answering. This table provides useful expressions to handle these moments professionally and naturally, helping the candidate stay calm and respond confidently without creating awkwardness.

**Struttura di un Curriculum Vitae (CV):**

| **Section** | **Description** |
| --- | --- |
| Personal Information | Name, surname, address, phone number, email, nationality, date of birth, gender. |
| Desired Job Position | The type of job being sought or the title of the position being applied for. |
| Work Experience | List of previous jobs (part-time, seasonal, permanent), including dates, position, responsibilities, employer name, and industry. |
| Education and Training | Studies completed (schools, universities, courses), including dates, degrees obtained, subjects studied, and institution names. |
| Personal Skills | Skills acquired in life and work: language, technical, IT, artistic, social, and organizational skills. Also includes certifications and a driving license. |
| Additional Information | Extra details such as references (e.g., former employers or teachers) and relevant courses or experiences not included elsewhere. |