# Unit 5

### page 1 exercise A - name 3 the most important, 3 the least important and add 3 more, not mentioned in the box. Explain your choice in 5-7 sentences

Experience is very important because it shows the candidate has real-world skills needed for the job. Qualifications matter because they prove that the person has the right training. Personality is also key, as it affects how well someone works with others. On the other hand, astrological sign, blood group, and handwriting do not reveal much about someone’s ability to do a job. Three extra factors that also matter are communication skills, problem-solving ability, and teamwork. These qualities often decide how well a person fits into a team and handles challenges. Focusing on what truly matters helps create a fair and effective hiring process.

### page 1 exercise B (1, 2) - share your personal experience in 10-15 sentences in total

My worst job was at a small office where I had to do a lot of boring paperwork. My boss did not respect my time and often asked me to stay late without notice. I felt anxious every morning, not knowing what extra tasks would appear. Sometimes, I was even scolded for small mistakes that were not really my fault. The environment was tense, and my coworkers were afraid to speak up. Later, I found a new job at a bigger company, and my boss there was much kinder. She gave clear instructions and listened to my ideas. I felt supported and more confident to try new things. When I made a mistake, she explained how to fix it instead of blaming me. My team worked together, shared tasks, and celebrated each other’s success. This job helped me grow and improved my skills. I realized how important it is to have a positive leader who encourages people. A good boss can change the entire work experience.

### page 2 exercise A, C, D (3-5 adjectives + explanation 3-5 sentences)

Ex. A

1. e
2. c
3. a
4. b
5. f
6. d

Order:

1. to advertise a vacancy / post
2. to assemble an interview panel
3. to shortlist the candidates
4. to check references
5. to make a job offer
6. to train new staff

Ex. C

1. resume
2. application form
3. covering letter
4. interview
5. psychometric test
6. probationary period

Ex. D

I would use adjectives “motivated”, “reliable”, “meticulous” to describe myself at work. This is because I think it is important to select a job that excites you. This attitude naturally leads to me being motivated at work. Being meticulous is just a character trait I have which applies not only to my work, but also to my life outside the job. Reliability is a highly-valued trait for an employee, so I try my best to be reliable at work so I can later get a pay raise.

### Video The future of work is here

1. What does the word resume mean?
   1. A resume is a document that summarizes your work experience, skills, and education.
2. What are the problems of modern resumes? (2-3)
   1. Modern resumes often use generic language that doesn’t reflect your true personality, force you into a standard template, and can hide your real strengths.
3. What is the most important question one should ask him/herself when thinking about the new job?
   1. The key question to ask is what you’re most proud of or what work truly brings you joy.
4. What 4 relevant skills of a modern employee are there?
   1. The four relevant skills are collaboration, creativity, communication, and problem-solving.
5. What does Career Stories Method imply? Do you find it useful?
   1. The Career Stories Method involves writing down your proud work moments to discover your strengths and build a personal narrative. It is useful for creating a more authentic resume.
6. What is the main message of a speech?
   1. The main message is that using authentic storytelling in your resume helps you showcase your real value and find a job that fits you best.