

Actividades de ejercitación

Clase N°9

CV and job interview

- Match the job interview questions (1-5) with their answers (a-e)

1. How many jobs have you had since leaving university?
2. Why have you changed jobs so often?
3. What have you done that shows leadership?
4. In what ways has your job changed since you joined the company?
5. Have you ever worked with a difficult person?

- a. Well, I lead the sales team. I'm also chairperson of a local business association.
- b. I wanted to earn more money.
- c. Well, the boss in my last company wasn't easy to work with
- d. I've worked for six companies.
- e. Now, I have more responsibility and work longer hours

- Read the following advertisements and answer the questions below

Gardener

Part time gardener required to maintain gardens and general gardening duties, including: planting, grass cutting, weeding, watering and hedge trimming. Previous experience necessary, qualifications preferred. Driving License and own transport required, as gardens are in various locations.



Wage dependant on experience and qualifications.

To apply send your CV to:

John Oakend

1 Heather Close

Bradford

BD1 2AB

Morning cleaners required for an office building. The position is 15 hours per week, 6 to 9am, permanent.

Uniform and Training provided. Pay rate meets national minimum wage requirements.

CRB check at the expense of the employer.

Phone 0800123456 for application form

Temporary Full Time Sales Assistants required for a busy working environment in our new shop in the town centre. Some previous experience preferred but not required as full training will be given. Pay rate at £6 per hour.

In order to apply, drop into the shop for an informal chat with the manager. Address: PoshGirl, 1 Station Road, BD1 2AB

- **Read them and answer these questions:**

1. Which advertisement is for a full time position?
2. Which advertisement is for a part time position?
3. Do you need experience for the cleaner's job?
4. Where do you need to apply in person?
5. Which job will be better paid if you have experience?
6. In which job will you need a driving license?
7. In which jobs will you receive training?
8. Which job is permanent?
9. Which job is temporary?
10. Which advertisement tells you the pay rate?

Body language

- **Tick the things you should not do in a job interview**

→ Take the seat immediately you enter to the interview

- Rub your nose
- Stand up before greeting
- Cross and re-cross your legs repeatedly
- Express enthusiasm
- Fold your arms
- Smile

- Read the text

A job interview

*"A few weeks ago, I saw an **advert** in a newspaper for a job I really wanted. I **filled out** the application form, wrote my **CV** and sent everything off in the post. A few days later I received an email to invite me for an interview. I was so excited, but very **nervous**. I wanted to look really smart for the interview. I wore a smart **suit** with a white shirt and my shiny, red shoes. I wanted to make a good impression. At the interview they asked me lots of questions. They asked me about my **previous work experience** and skills that I've got for the job. I also had to fill out some paperwork. I was **well prepared**, so I think it went well. **Afterwards**, the interviewers shook my hand and said, "We'll be in touch." I am looking forward to hearing from them!"*

Vocabulary

- Complete the table below with words and phrases from the text above. Words and phrases which mean the same (words in **bold**)
- Next
 - Ready for the situation
 - Jacket and trousers/ skirt
 - Worried
 - Contact you
 - Past jobs



- Completed
- A notice/ announcement
- Curriculum Vitae

Complete the CV with these headings.

- | | |
|---|---|
| a) Education and training | f) Position held |
| b) Main activities and responsibilities | g) Subjects/Occupational skills covered |
| c) Organisational skills | h) Technical skills |
| d) Personal information | i) Title of qualification awarded |
| e) Personal skills | j) Work experience |



Europass Curriculum Vitae	
(1) _____	
First name(s) / Surname(s)	Sukvinder Dhal
Address(es)	145 New Ferry Road, Queensbridge, Durham, UK
Telephone(s)	+ (44) 1982 12459
E-mail	skvdhl8618@coolmail.com
(2) _____	
Dates	2011–present
(3) _____	IT Support Technician
(4) _____	Provide support to customers of my company's networking products, both wireless and wired. Diagnose problems and suggest solutions.
Name and address of employer	Agoda Digital Ltd, Garside Industrial Estate, Sunderland, UK
(5) _____	
Dates	2009–2011
(6) _____	BTEC National Diploma for IT Practitioners (Systems Support)
(7) _____	IT technical support, customer service, networking (wireless and wired), hardware installation, Conglefield College, Cheshire, UK
Name and type of organisation providing education and training	
Personal skills and competences	
Mother tongue(s)	Hindi
(8) _____	I am a good team player at work. I work well with people from many different backgrounds. People find me friendly and easy to work with and I understand other people easily. I enjoy helping customers.
(9) _____	I often prepare my team's schedules. When problems happen, I often make useful suggestions; I have good problem-solving skills. I am very organised; this helps me to work efficiently. I enjoy taking responsibility.
(10) _____	Setting up both wired and wireless networks, including Wi-Fi. Diagnosing problems in networks. Server administration of both Linux and Windows operating systems.

Speaking 3 Work in pairs. Discuss these questions.

- 1 What technical skills do you have? Where have you used them?
- 2 What personal skills do you have? In what situations have you used them?

Writing 4 Write your own CV. Use the Europass CV structure in 2.



Argentina
programa