

## Curriculum Vitae / Résumé

### Video Comprehension 1 – CV Tips (Basic)

#### Directions:

You are going to see a short video presentation of the basics of a CV. Answer the following questions.

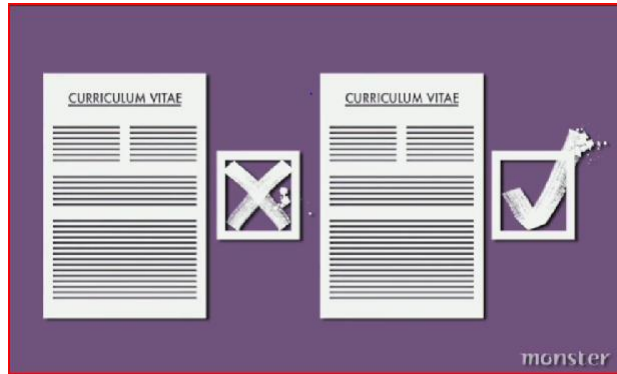
1. According to the video what is your CV?

**a sales brochure**

2. What is a USP?

**unique selling point**

3. What are the 7 key elements a CV should contain?



Key Element	Notes
<b>Personal details</b>	What should you include? <ul style="list-style-type: none"> <li>• <b>your name,</b></li> <li>• <b>address,</b></li> <li>• <b>phone numbers</b></li> <li>• <b>email address</b></li> </ul>
<b>Personal statement</b>	What does this aim to do? <ul style="list-style-type: none"> <li>• <b>to capture the attention of your reader</b></li> <li>• <b>to entice the reader to find out more about you</b></li> </ul>
<b>Employment experience</b>	What advice is given? <ul style="list-style-type: none"> <li>• <b>most recent position first,</b></li> <li>• <b>reverse chronological order including the name, location, website and dates of your employment for each company you have worked for.</b></li> <li>• <b>Aim to use bullet points to highlight your responsibilities and achievements in each role</b></li> </ul>
<b>Education</b>	What advice is given? <ul style="list-style-type: none"> <li>• <b>reverse chronological order</b></li> <li>• <b>give brief details of your academic and professional qualifications along with the grades you achieved.</b></li> </ul> <p>If you're looking for your first job since leaving education, where should this be placed on your CV?</p> <ul style="list-style-type: none"> <li>• <b>above any work experience</b></li> </ul>
<b>Key Skills</b>	What should you include? And what should you indicate? <ul style="list-style-type: none"> <li>• <b>every IT package or programme you have used</b></li> <li>• <b>any foreign language skills</b></li> <li>• <b>state whether you're at a basic, intermediate or advanced level</b></li> </ul>
<b>Hobbies &amp; Interests</b>	This is optional. What is its aim? <ul style="list-style-type: none"> <li>• <b>to give the interviewer a more rounded picture</b></li> <li>• <b>to give something more personal to discuss at an interview</b></li> </ul>
<b>References</b>	Is this last section compulsory or not? <p><b>It's not necessary to list referees on your CV, but you should state that details are available on request.</b></p>

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4. Fill in the gaps:

- A clear and simple **layout**
- Always keep your CV to two pages of A4
- Resist the urge to **jazz up** your CV with images or colours
- **Steer clear** of long paragraphs and use **typefaces** like 'Times New Roman' or 'Arial' – they're easier to read.

5. What did you hear?

Check for spelling or **typographical** / **geographical** / **demographical** errors. Any errors are your responsibility and are one of the first things employers use to **weak** / **week** / **weed** out the weaker candidates. Even if the role you're after doesn't require a high level of **literature** / **literate** / **literacy**, spelling errors scream **lake** / **lack** / **lot** of care, which is an undesirable quality for any recruiter. Don't put all your faith in a spell **checker** / **chequer** / **speaker** as many are set to American settings as a default.

6. What is the main objective of your CV?

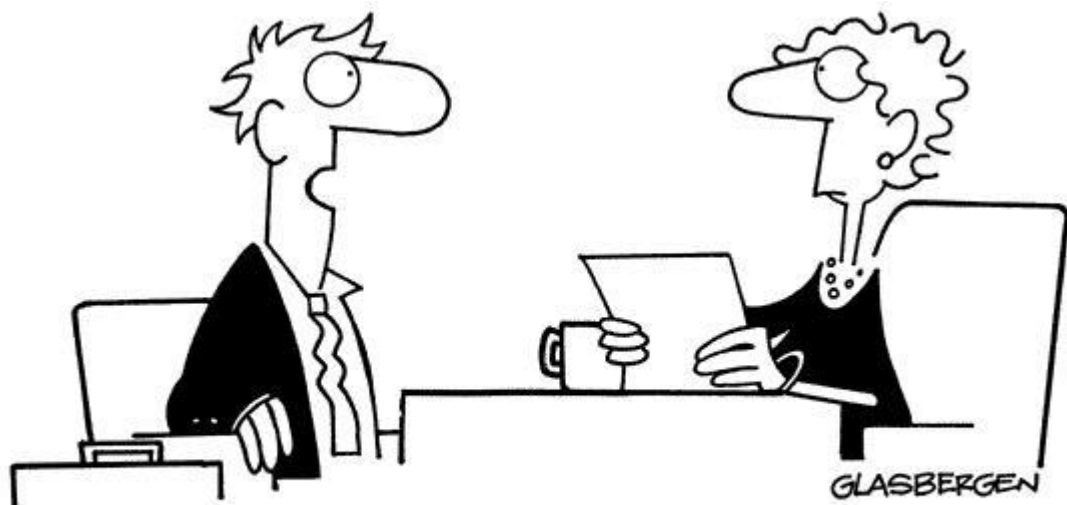
- **to get you an interview.**

7. What should you always remember?

- **you're not writing a CV for yourself, you're writing it for your reader.**

8. What are the final three pieces of advice given about CVs in the video?

- **keep it short**
- **to the point**
- **interesting**



**“What do you mean, it's not a good résumé?  
It's the most expensive one they had on eBay!”**

➤ **How to Write a CV (4 Top Tips)**

What are the four top tips in the video?

1. **A great personal statement is what will catch a potential employer's eye.**
2. **Get education and employment in order.**
3. **Professional skills that are outside the job description.**
4. **Check, check and double check.**

➤ **How to avoid common phrases on your CV**

What four terms should you avoid on your CV?

Avoid:	Use instead:
<b>Team Player</b>	- demonstrate experience by giving a real life example. Be specific.
<b>Project Management Skills</b>	- explain management of events / budgets.
<b>Results Orientated</b>	- convey and quantify
<b>People Management Skills</b>	- were you a manager of a group of colleagues or did you just get on well with customers and colleagues?
<b>Responsible for</b>	- did you train staff, introduce a new initiative or rescue a failing project?

➤ **How to make your CV Stand Out**

(Defining your unique selling points)

➤ **And finally ...**

Watch the video. What are the main points to keep in mind when writing your CV? The transcript for this video as well as vocabulary from it can be found at the end of the booklet.

1. **spelling/formatting**
2. **less is more = snapshot**
3. **be honest**
4. **show personality / interesting**
5. **tailor CV to specific job**



**Directions:**

Read the booklet “How to create the perfect CV” and take down brief notes in the spaces provided below.  
The booklet is available in a pdf version at <http://career-advice.monster.co.uk>

• **What personal details should be on my CV?**

Your name: <ul style="list-style-type: none"><li>• <b>large font = to make it stand out</b></li><li>• <b>middle names are optional</b></li><li>• <b>don't use nicknames</b></li></ul>	Nationality: <ul style="list-style-type: none"><li>• <b>your nationality should be omitted</b></li><li>• <b>as long as you can provide a suitable working visa</b></li></ul>
Marital status and family: <ul style="list-style-type: none"><li>• <b>don't have to include details</b></li></ul>	Contact details: <ul style="list-style-type: none"><li>• <b>use your own personal email address or create a new account</b></li><li>• <b>be sure to add the phone number = mobile</b></li></ul>
Date of birth: <ul style="list-style-type: none"><li>• <b>may include your birth date if you wish</b></li></ul>	Other information: <ul style="list-style-type: none"><li>• <b>clean driving license</b></li><li>• <b>website</b></li></ul>

• **What should be included in my personal statement?**

<ul style="list-style-type: none"><li>• <b>aim to use no more than 50 words</b></li><li>• <b>each sentence = key selling point</b></li><li>• <b>read it out loud to yourself = would you buy the product?</b></li></ul>
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• **What skills should I include on my CV?**

<ul style="list-style-type: none"><li>• <b>sell yourself and demonstrate your skills</b></li></ul> <p><b>There are three key skills types:</b></p> <ul style="list-style-type: none"><li>• <b>Transferable - skills learnt in one field of work that can easily be adapted to a different field.</b></li><li>• <b>Job-related - skills of qualifications that are directly relevant to a specific job.</b></li><li>• <b>Adaptive - skills that are difficult to substantiate because they cannot be proven by experience but by personality traits.</b></li></ul>
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**Skills popular with employers:**

<ul style="list-style-type: none"><li>• <b>Communication</b></li><li>• <b>Teamwork</b></li><li>• <b>Initiative</b></li><li>• <b>Problem solving</b></li><li>• <b>Flexibility</b></li><li>• <b>Computer skills</b></li><li>• <b>Technical skills</b></li></ul>
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• **How should I list my previous jobs on my CV?**

<ul style="list-style-type: none"><li>• <b>Chronological CV</b></li><li>• <b>Functional CV</b></li><li>• <b>Combination CV</b></li></ul>
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• **Where should I include my qualifications on my CV?**

<ul style="list-style-type: none"><li>• <b>positioning of sections = depends on you</b></li><li>• <b>education history in reverse chronological order starting with your most recent education</b></li><li>• <b>include dates, the name of the establishment you attended and place name</b></li></ul>
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• **How can I tailor my CV to an audience?**

<ul style="list-style-type: none"><li>• <b>personal statement</b></li><li>• <b>employment history</b></li><li>• <b>skills</b></li><li>• <b>hobbies and interests</b></li></ul>
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## Curriculum Vitae / Résumé

Reading – How to create the perfect CV

- What are the classic CV mistakes to avoid?

<b>Spelling and grammar</b> Never trust a computer's spell checker and get someone else to read through your CV to spot errors that you may have overlooked.	<b>Leaving out information</b> Be ready to explain gaps
<b>Writing lots, but saying nothing</b> Use bullet points.	<b>Using clichés</b>
<b>No tailoring</b> Make small adaptations to your CV.	<b>Being vague</b>
<b>Highlighting duties instead of achievements</b>	<b>Poor design</b> Use one font style and size with black and white text.
<b>Breaking the 2-page rule</b>	<b>Incorrect personal details</b> Be sure to use a professional email address rather than a funny address.

**Directions:**

1. Watch the video or read the text below.  
<http://career-advice.monster.co.uk/cvs-applications/cv-advice/make-your-cv-more-effective-video-advice/article.aspx>
2. Do the vocabulary work on the underlined words in the script.

**How can I make my CV more effective?****Vocabulary**

1. Expressions: Which expressions in the text mean the following?
  - to provide something that will be a benefit **to bring to the table**
  - to be completely full **to be packed full of**
  - exist in a large variety of types **to come in all shapes and sizes**
2. Verbs: What verbs from the text mean the following?
  - débarrasser **to discard**
  - fouiller, creuser **to delve**
  - rationaliser **to streamline**
  - paufiner **to fine-tune**
3. Nouns: What nouns in the text do the following definitions refer to?
  - something that you have to do, often something that is difficult or unpleasant **task**
  - the department within a company that is responsible for employing and training people, and for looking after workers who have problems **HR**
  - a description of the main features of something **overview**

5. whether / if

Exercise: Write whether or if/whether (if both are possible) in these sentences.

1. I was wondering **if/whether** you'd had your exam results yet.
2. She was undecided as to **whether** to fly or go by train.
3. Police have refused to confirm **whether** or not they have arrested anyone following the robbery.
4. It is unclear **if/whether** the new regulations will affect all buildings or just new ones.
5. "How much will the computer cost?"  
 "That depends on **whether (or informally if)** I get one with a small or big screen."
6. Harry said that he was leaving home, but I didn't know **whether** to believe him.
7. Have you any idea **if/whether** Ken will be at the meeting?
8. Can you remember **if/whether** the door was open or closed when you got to the house?
9. There was considerable debate as to **whether** chess was a game or a sport.
10. I don't know **if/whether** Clare's going to wait for us or not.
11. The government is considering **whether** to hold an enquiry into the accident.
12. Everyone in the village was very friendly. It didn't matter **if/whether** you'd lived there for a short or a long time.
13. Do you have any view on **whether (or informally if)** young children should be given homework from school?

## Curriculum Vitae / Résumé

*How to write a personal profile for your CV in 2019*

### Why we don't use Google Translate for single words ...

Look at the definitions below and the translation Google suggests. Look back at the text and find the English word being defined and a more appropriate French translation.

Definition	Google Translate	English Word in Text	French Translation (in context)
a) enthusiasm, or energy	pouf	<b>oomph</b>	<b>le peps / avoir la patate</b>
b) believing something completely, usually something that is not true	crochet, ligne et plomb	<b>hook, line and sinker</b>	<b>tout gober, tout avaler / se faire avoir comme un bleu</b>
c) to prevent something serious, dangerous, or unpleasant from affecting you	à la baie	<b>(keep/hold sth) at bay</b>	<b>à distance</b>
d) information that has been separated into different groups	une dépression	<b>breakdown</b>	<b>décomposition, analyse, répartition</b>
e) to look for someone or something, for example by searching through a large amount of information	faire du chalut	<b>to trawl through</b>	<b>rechercher dans, fouiller dans</b>
f) a printed circle, square etc before each thing on a list in order to emphasize it	un point de balle	<b>bullet point</b>	<b>une puce</b>
g) to talk or write using a lot of words but without saying anything interesting or important	gaufres / gaufres	<b>to waffle</b>	<b>parler pour ne rien dire / du bla-bla</b>
h) to talk for a long time in a confused way, especially about other things instead of the subject that you should be talking about	se promener	<b>to ramble</b>	<b>divaguer / se promener</b>

**Covering / Cover Letters**  
*Basics – Formal Business Letters*

**Directions:**

Put the different parts of a formal letter into the correct place.

- a) Body of Letter
- b) Closing
- c) Closing Paragraph
- d) Date
- e) Email (optional)
- f) Enclosure
- g) Full Name of Recipient
- h) Opening Paragraph
- i) Print Full Name
- j) Recipient Address
- k) Reference (optional)
- l) Reference Initials
- m) Salutation
- n) Signature
- o) Subject Line (optional)
- p) Title of Recipient, Company Name
- q) Your Address
- r) Your Title, Company Name

	<b>1.(q)Your Address</b>
	<b>2.(e)Email</b>
	<b>3.(d)Date</b>
<b>4.(g)Full Name of Recipient</b>	
<b>5.(p)Title of Recipient, Company Name</b>	
<b>6.(j)Recipient Address</b>	
<b>7.(k)Reference</b>	
<b>8.(m)Salutation</b>	
<b>9.(o)Subject Line</b>	
<b>10.(h)Opening Paragraph</b>	
<b>11.(a)Body of Letter</b>	
<b>12.(c)Closing Paragraph</b>	
<b>13.(b)Closing</b>	
<b>14.(n)Signature</b>	
<b>15.(i)Print Full Name</b>	
<b>16.(r)Your Title, Company Name</b>	
<b>17.(f)Enclosure</b>	
<b>18.(l)Reference Initials</b>	



Exercise 1: Here are some common phrases you might use when applying for a job. Fill in the correct prepositions.

1. I am writing **in** response **to** the advertisement I saw **in** The Times Jobs Section **on** Monday 30<sup>th</sup> June.
2. I would like **to** apply **for** the position **of**
3. If you would like to discuss this **in** more detail
4. I enjoy working **under** pressure
5. I was **in** charge **of**
6. I was responsible **for**
7. With reference **to**
8. I am interested **in** all aspects of database security.
9. I am looking forward **to** meeting you soon.
10. Please do not hesitate **to** contact me should you require further information.

Exercise 2: Choose the most appropriate word.

Dear Mr Saleh,

I am writing to **apply** / ask / request for the position of Editorial Assistant which was shown / **advertised** / presented in the latest edition of Gulf News.

I am currently worked / **employed** / used by a Market Research company as a research assistant, but am keen to want / **pursue** / take a career in publishing, because I enjoy reading and write my own poetry.

As you will notice on the **included** / mentioned / attached CV, I graduated in European Literature. At University I gained considerable experiment / expression / **experience** working on the student magazine, so I am familiarised / familiar / **familiar** with editing techniques. I work well under anxiety / demands / **pressure** and enjoy working in a team. In addition, I speak English excellently / **fluently** / strongly.

I would be **available** / around / accessible for interview from next week. Meanwhile, please do not **hesitate** / wait / stop to contact me if you require further information.

I look forward to hear / heard / **hearing** from you.

**Yours sincerely,** / Yours faithfully,

Margaret Roan

Adapted from:  
<http://www.bbc.co.uk>

### Directions:

1. Watch the video – do not take any notes, just watch and listen.
2. Look at the questions below. Can you fill in any of the details? Watch the video again and add in more.

### Introduction – basics

Prior planning and preparation prevents **piss poor** performance!

Come prepared:

- know about the **business**
- know about the **industry as a whole**
- know about the **latest news items**
- have **an opinion = be able to back it up, be able to demonstrate some thinking behind it**

What should you do a lot of?

**do a lot of research + do a lot of reading**

“First impressions”?

**always turn up smart**

Turn offs in interviews:

**arrogance and ignorance**

### Presenter: So I get it, preparation the key but what exactly should you be preparing?

- Make sure you know your application **inside out** = + take along copy of your CV.

What are three common questions asked?

- **Why you want to apply to X firm?**
- **What challenges you've faced?**
- **What's your motivation?**
- Don't recite an answer you've learned **off-by-heart!**
- Find out the **key criteria** (in company publications)

What does the acronym "STAR" mean?:

**Situation**

**Task**

**Action**

**Result**

### Presenter: The thing is, they've seen your super CV and they know you've got the skills they want. So why the need to quiz you like this?

If you don't **come across as** somebody, who at the end of the day they might want to go to the pub and have a beer with, or they want to chat a case through with, then they're not going to offer you a place.

Meaning: to give the impression

Personality: **Don't be afraid to be yourself**

But: **Do not to rely too much on the force of your personality.**

Don't be a “**plank**”!

Meaning: a long narrow piece of wood used for making structures such as floors

**Presenter:** *Sometimes nerves do get the better of you and you just can't think fast enough...*

- Never be afraid to **pause**.
- Keep **looking** at the interviewer.
- Be prepared to take the **conversation** to the interviewer.
- But don't come across as too **aggressive**.

What does the expression "Don't put all your eggs in one basket" mean?

- **to make everything dependent on only one thing; to place all one's resources in one place, account, etc.**  
*Etymology: based on the idea that if all the eggs you got from your chickens are in one basket ( container) and you drop it, you will lose all your eggs*

The single top tip:

look like you **mean** it, look like you **want** it

If I can see it in the eyes, if you can see that level of **enthusiasm**, that **focus**, that **drive**, that **commitment**, that **energy**, that's someone I can see rolling their sleeves up, learning what they need to learn, and making a shot of this job. That's someone you can see yourself sitting next to every day.

**Presenter:** *Personality goes a long way, but not far enough it would seem. Nothing replaces good old-fashioned preparation. It's also the best-known cure for nerves.*

Source:

<http://www.careerplayer.com/>

**Before listening.**

1. "How to ace a telephone interview and get the job." How would you translate 'to ace' in the title?

**réussir haut-la-main**

How do you translate the following:

- avoir un atout en réserve -> **to have an ace up one's sleeve**

2. Here is a list of things you will need to carry out a successful telephone interview. However some of the words have been jumbled up. Put them in the correct order.

**You will need:**

- a TEIUQ place **a quiet place**
- your resume
- a LLAIENDN **a landline**
- a professional TOOINUGG message **a professional outgoing message**
- research notes
- salary EEMNSTQURIR **salary requirements**
- role-play partner
- business TAIERT **business attire**
- a thank you note **and a thank you note**

**Optional:**

- a EAHASTE **a headset**

3. Where do you think you will hear these words/phrases? Place words/phrases under each heading.

blabbermouth  
cheat sheets

distracting sounds  
resume on hand

landline  
narrow applicant pool

smile  
verbal tics

<b>Step 1</b> Arrange a good time  <b>resume on hand</b>	<b>Step 2</b> Choose a good phone  <b>landline</b>	<b>Step 3</b> Prepare notes  <b>cheat sheets</b>
<b>Step 4</b> Know your salary needs  <b>narrow applicant pool</b>	<b>Step 5</b> Rehearse  <b>verbal tics</b>	<b>Step 6</b> Make silence golden  <b>distracting sounds</b>
<b>Step 7</b> Give a performance  <b>smile</b>	<b>Step 8</b> Shut up occasionally  <b>blabbermouth</b>	<b>Step 9</b> Send a thank you

4. Look at this part of the script. Match up the terms to their definitions:

*"Being interviewed over the phone is very different to being grilled in person. Get the get the gig you'll need to tweak the technique."*

**to be grilled**

**a gig**

**to tweak**

- to question relentlessly; cross-examine
- job, usually referring to the music and entertainment industry; can also apply to contract work in the it and computer field; any temporary or incidental employment
- to adjust, to fine-tune

## Listening Practice

### 1. Graduate Career Fairs

1. Where is the reporter speaking from? (1pt) **National Graduate Recruitment exhibition**
2. Look at the script for the beginning of the report. How would you translate the two underlined passage. (2pts)  
*Because there are so many stalls at career fairs it can be really overwhelming. I would definitely recommend that you try to narrow down exactly what you think, even if you have about 5 different careers, narrow it down so that you've got some idea before you even go.*
  - overwhelming (adj.) = **écrasant**
  - to narrow down = **sélectionner/limiter**
3. What is one of the first things you see at the fair? (1pt) **there are a lot of exhibitors**
4. And what does this mean? (1pt) **it makes it a bit tricky to know where to start.**
5. What must you do before going to the fair? (0,5pts) **Research.**
6. What is the phrase? Translate from French: *les premières impressions sont souvent les meilleures.* (1pt)  
**First impressions (really do) count.**
7. How should you dress for the fair? What should you wear and what should you not wear? (1,5pt)  
Wear: **smart attire / how you would for an interview.**  
Don't wear: **jeans and t-shirt**
8. Why does the reporter say that the fair is not a good general advice clinic? (1pt) **The stalls get really busy.**
9. What do fairs offer? (1pt) **some great networking opportunities**
10. What should you not feel forced to do? (1pt)  
**Don't feel obliged to just thrust your CV on to every company you can.**
11. Complete the phrases: (4pt)
  - It's much more important to get out there and **sell yourself** to each company.
  - Spend some time **with the companies**.
  - Speak to them and find out **what you need to know**.
  - Let them **gauge** you and get a feel for the kind of person you are.
12. What should you take from the person you talk to; and what should you do after the event? (2pt)
  - **Always take a business card.**
  - **Follow it up with an email.**
13. What two standard phrases are used? (2pt)
  - **It was really nice to meet you yesterday.**
  - **I look forward to applying in the future.**
14. Gap Fill: (10pts)  
If you're thinking of **applying** to that firm look at the application form **beforehand** and think, is there anything in that application form that could help you by speaking to someone at the firm beforehand.  
I know now there are lists made and sent through to the **graduate recruitment** people, if we are impressed with someone who has come to speak to us or anyone else on the stand is impressed with someone they've spoken to.  
I'd say one thing to avoid is, don't be a **sweetie stealer**; don't just take whatever **freebies** they have to give out. Try to spend some time with them and **work out** whether it's a good company for you.  
As a student I just used to go get the free pens and cups, and that was the only reason I ever went to career fairs, but the importance of careers fairs is often **under-rated**.  
You've got the **skills**, you've got the qualifications but let these companies know exactly what you can offer them.
15. At the end of the report, several attendees talk about the event. What does the reporter say to express the general idea? (1pt)  
**It obviously worked for them.**

## Listening Practice

### Transcript: Graduate Career Fairs

Career fairs, we've all heard of them, but what are they all about and are they actually worthwhile? I've come to the National Graduate Recruitment exhibition to find out.

Because there are so many stalls at career fairs it can be really overwhelming. I would definitely recommend that you try to narrow down exactly what you think, even if you have about 5 different careers, narrow it down so that you've got some idea before you even go.

One of the first things you spot is that there are a lot of exhibitors here which makes it a bit tricky to know where to start.

Research, research, research before you arrive at the show. It's really important that you know exactly what it is the companies do and what roles they offer. I'd say first impressions really do count. I would definitely recommend turning up in smart attire, how you would for an interview, jeans and t-shirt are a no-no really.

Looks like I messed that one up! But seriously, I wouldn't recommend turning up if you have no idea what you want to do. The stalls get really busy so unless you're here for a general advice clinic, it's probably not the best place to start. But if you have narrowed down the companies you're interested in there are some great networking opportunities on offer.

Don't feel obliged to just thrust your CV on to every company you can. It's much more important to get out there and sell yourself to each company, so go and spend some time with the companies, speak to them and find out what you need to know and let them gauge you and get a feel for the kind of person you are.

It's really useful to talk to people because we do remember you and people think that we won't because we see so many, but people do. Always take a business card and follow it up with an email saying, it was really nice to meet you yesterday, I look forward to applying in the future or something like that because that will really make you stand out.

If you're thinking of applying to that firm look at the application form beforehand and think, is there anything in that application form that could help you by speaking to someone at the firm beforehand.

I know now there are lists made and sent through to the graduate recruitment people, if we are impressed with someone who has come to speak to us or anyone else on the stand is impressed with someone they've spoken to.

I'd say one thing to avoid is, don't be a sweetie stealer; don't just take whatever freebies they have to give out. Try to spend some time with them and work out whether it's a good company for you.

As a student I just used to go get the free pens and cups, and that was the only reason I ever went to career fairs, but the importance of careers fairs is often under-rated.

You've got the skills, you've got the qualifications but let these companies know exactly what you can offer them.

So, I'm getting a good idea of what these career fairs are about, but what do the other people here think?

I think the careers fair was a really good opportunity for students like myself to come along and get various information on the potential careers that they want to take up and the roles.

The truth is I didn't really want to go to the exhibition and I was asking my friends, should I go, is it useful, and they said, yes, you go and try, we kind of liked it and one of my friends, she found a job through the exhibition.

I think the career fair was interesting but I feel I should have done more research before coming here.

I think the careers fair was quite eye-opening. I was a bit skeptical when I first came here with all the people, bit of a rat race but then you get speaking to the people, the recruiters and there are a lot of nice people out there and that was the best part for me I think.

I thought it was really helpful. Everyone answered questions that couldn't be answered from a website. They gave you a basic idea of what the job would be like, what kind of responsibilities you would have, whether you would have a mentor, basically what kind of salary you would have. It was really helpful in terms of stuff you wouldn't find on a website or in a leaflet.

It obviously worked for them, but is it for you. Well, it's one of those 'the more you put in the more you get out' situations. Unfortunately you don't get something for nothing in the careers game.

## Listening Practice

### 2. Postgraduate Study

1. Look at the script for the beginning of the report. How would you translate the two underlined passage. (2pts)  
Postgraduate study it conjures up images of boffins in white coats and students who can't bear to leave university life. Isn't one degree enough? I went to talk to some career pals to find out more.
- boffins = **experts / chercheurs**
  - pals = **friends**
2. Fill in the details for the two careers advisors: (2pts)
- | Name:        | Institution                  | Other info  |
|--------------|------------------------------|---|
| Calum Leckie | <b>UCL</b>                   | Undergraduate studies: <b>Degree in biology</b><br>Post graduate studies: <b>PHD 1992</b> |
| Terry Jones  | <b>Kings College, London</b> |   |
3. What exactly is postgraduate study? (1pt)  
**Postgraduate study is everything that you do after you've got a degree.**
4. What two examples of postgraduate study are given? (2pts)
- **PHD = an original piece of research**
  - **Teaching qualification**
5. What do you need to do if you want to become a teacher? (1pt)  
**PG Certificate**
6. What might postgraduate study be an excuse for? (1pt)  
**to be a student a little bit longer**
7. What are the two factors (questions) students should think about before starting a masters? (2pts)
- **why are you doing this?**
  - **why are you doing it now?**
8. What is the 'amusing/funny' expression that the reporter uses to indicate a very intelligent person? (1pt)  
**the brain of Britain**
9. True or False? (5pts)
- (a) Doing some research before applying for a position within a company about undertaking postgraduate study is worthwhile.  
**True**
- (b) There is only one type of masters degrees.  
**False – research course or taught masters**
- (c) PHD courses are purely academic.  
**False – some PHDs are sponsored by employers and during a PHD you might have to spend a fair amount of time onsite.**
10. Is all postgraduate study funded? (1pt)  
**No - many courses you will actually have to fund.**
11. How do you apply for postgraduate studies in the UK? (2pts)
- **you apply to a central clearing house**
  - **mostly it's a completely free market**
12. Gap Fill: (10pts) 4:44-5:41  
Is there anyone you wouldn't recommend it to?  
If you have maybe struggled with the academic aspects of your first degree, then I think you have to really ask yourself, do I want to do that again, but more of it?  
Now here's a thing (erm) that people make incorrect assumptions about. (er) and it's very very common, they, they think, ah, I only got a 2:2 (er) so, what I will do is go and get a masters and that will take away (er) the kind of disadvantage that, or the perceived disadvantage of that 2:2 and no employer I know works like that. They want to know what what grade you got in your first degree.  
So there you have it Postgraduate Studies, the clue's in the title really. All the studies you do post being a graduate. But it's not an opportunity to put off your career choice but perhaps a nice journey on the path. Good Luck.

## Listening Practice

### TRANSCRIPT: Postgraduate Study

Postgraduate study it conjures up images of boffins in white coats and students who can't bear to leave university life. Isn't one degree enough? I went to talk to some career pals to find out more.

My name is Calum Leckie, I'm a careers advisor at UCL. I did a PHD, I started in 1992 and I did that after doing a first degree in biology.

My name is Terry Jones, I'm a careers advisor at Kings College, London.

What exactly is postgraduate study, it sounds very grand?

Postgraduate study is everything that you do after you've got a degree. It relates to things like doing a PHD which is an original piece of research or it could relate to a teaching qualification.

But why bother with postgraduate study?

The thing with postgraduate study you have to be clear about the added value of doing it. For some particular careers, postgraduate study can be an essential route in. For example, if you've done a first degree and then you decide to go into teaching, then something like the PG Certificate in teaching is something you have to do before you actually teach but some people do postgraduate study because they're actually interested in the subject area and they want to learn more about a particular area of work or research in more depth.

Is it not just an excuse to be a student a little bit longer?

That is the danger, and I think that one of things, when we talk to undergraduates when we talk to them about postgraduate, particular masters, is why are you doing this and why are you doing it now? Those are the two factors. What is it costing you in time, in other words it's an opportunity costs issue. You could have been trying something else but you're sticking in this safe area.

The thing is, if you do a PHD in nuclear physics won't people think you're the brain of Britain? Maybe employers will think you're too experience?

It's worth doing some research before applying for a position on what's the attitude of employers in the sector you're interested in to particular qualifications, so do they have a preference? And I think it's worth doing that before committing yourself to do another year. The other thing you should remember is that it could be possible that the course you are applying to, the research course or taught masters for example might have an element of working with employers in it, so for example, some PHDs are sponsored by employers and during a PHD you might have to spend a fair amount of time onsite.

Is postgraduate study expensive?

That really depends. Many courses, particularly research courses are funded by the UK Research Councils and basically those kind of funded postgraduate research positions will be advertised by the institutions hosting them. But many courses you will actually have to fund them.

Some medical charities will fund research into their diseases, so Cancer Research UK for instance will fund lots of college places and PHD studentships so that they can work on the various sorts of cancer.

So it's OK to do that PHD in nuclear physics but how should you decide where to go?

Start off with saying, I want to look at this area, and so I want to find out where this kind of course is offered and there are a number of directories around, a number of websites.

If you have an idea of the kind of career you want to go into afterwards it can be worth finding out from employers, perhaps at employer fairs, presentations at university, what their attitude is to particular courses and also particular institutions. Because, for example, if you're thinking of doing a business degree as a postgraduate subject, it's worth finding out if particular business schools have a good reputation among the employers you are targeting.

How do I apply? is it a central system like UCAS or do you apply to each individual institution?

There are some kinds of vocation groups where you apply to a central clearing house but actually mostly it's a completely free market. The courses are advertised and marketed and so on and they take applications one by one.

Is there anyone you wouldn't recommend it to?

If have really struggled with the academic aspects of your first degree you have to really ask yourself, do I want to do that again, but more of it?

Here's a thing that people make incorrect assumptions about. It's very common, they think, ah, I only got a 2:2 so I will go and get masters and that will take away the perceived disadvantage of a 2:2 and no employer I know works like that. They want to know what grade you got in your first degree.

So there you have it Postgraduate Study, the clue's in the title really. All the study you do post being a graduate. It's not an opportunity to put off your career choice but perhaps a nice journey on the path. Good Luck.