

Describing yourself

VOCABULARY

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2325V	English





Goals

- Can describe myself professionally in simple terms.
- Can engage in conversation about my professional experience.







Preview and warm-up

In this lesson, you will learn relevant vocabulary commonly used to **describe yourself** in a professional context.



I am a **team player**.



Describing your profession

at the moment

What do you do for work **at the moment**?

I work as a...

I work as a software engineer.

I work for...

I work for a graphic design company.

I work in...

I work in the construction industry.

full-time

part-time



She is working **full-time** as an accountant, but he is working **part-time** in a bank.



Are you an employee or independent?

- Let's look at two different working arrangements:

Employee

If you are an **employee**...

- Your manager organises your schedule and assigns work.
- You work for a specific company.
- You receive the same monthly salary.

Independent

If you are **independent**...

- You organise your own schedule and choose projects to work on.
- Your work is not limited to one company.
- You send invoices to clients so you receive money as a salary.



Working independently

- There are **three types** of independent work. They are similar, but each has a slightly different meaning.

■ Entrepreneur

Runs a business and
may hire others

■ Self-employed

Does work for other
clients

■ Freelancer

Does projects for
other businesses

Discuss the differences between each one with your teacher



Describe your work arrangement



At the moment, he works for a big TV company.

I am working as a full-time office assistant.



He's a part-time teacher, so only works 20 hours per week.

She has a flower business, she's an entrepreneur.





Describe your work arrangement



Paul is a **freelancer** and takes photos for magazines.

I am a **self-employed** project manager.



Georgio is an **employee** at the bank.

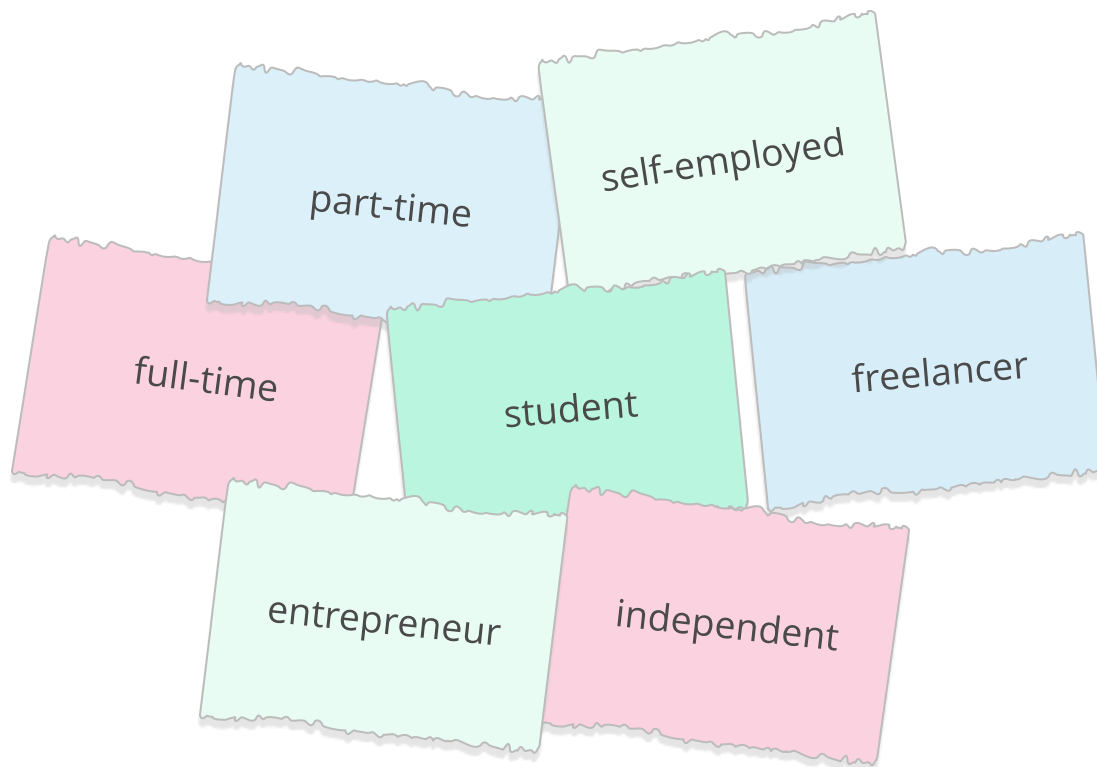
Jenny is an **independent** online tutor.





Which job is which?

Think of a job that is an example of each of the words below. Ask your teacher for help





What do they do?

Use the words you have learnt to imagine what each of these people do for work at the moment

Sarah



Ahmed



Denise



Paul





Where do you work at the moment?

Let's talk about your job!



1 At the moment, I work for...

2 I am a...

3 I work as a part time/full time...

to be a team player

We can use this expression to express that someone **works well with others** and focuses on the success of the group.



She always helps her colleagues as she is a **team player**.



New words

adaptable

I am very **adaptable**, change doesn't scare me!

reliable

Sarah is **reliable**, if I need help, she helps me.

proactive

Tom is so **proactive**, he thinks of solutions before the problems.

confident

My boss is very **confident** and has no problem talking to people.



New words

experienced

After 20 years I can say I am an **experienced** designer

creative

A writer needs to be **creative** with their words.

innovative

Jenny is really **innovative**, she thought of a totally new idea.

dedicated

Gonzalo is very **dedicated**, he always gives 110% to his work.



Describing your professional qualities



She's very **adaptable**, she can change her personality for any situation.

Carlos likes to be **proactive** and talk to his clients on the phone before a meeting.



Frank is **reliable**, he always keeps his promises.



Describing your professional qualities



That graphic designer is very **creative** with her work.

He is a college professor so he is very **experienced** in the field.



She never misses a day of work! She is **dedicated** to her job.



Describing your professional qualities



The company always wants to improve, so you will have to be **innovative**.

The key to a successful interview is to be **confident**.





Complete the sentences

Use the words below to describe each person's professional qualities

adaptable

innovative

confident

dedicated

creative

1. Myra has travelled to 3 different locations this week. She is _____, she will work and travel anywhere.
2. Tyler practised for the interview so he is _____ he will get the job.
3. The owner of the company is tired of the same ideas. He has hired an _____ consultant to create some new ideas.
4. He never leaves the office until all of his work is complete. He is _____.
5. As an artist, it is important to be _____ in your work.





Describe your work style

Which of the words best describes you? Why?

adaptable

innovative

confident

reliable



Best employee!

**What is the most
important
professional quality
to have?**

responsible

team player

dedicated



Review: Use the present perfect

- Remember, we can use the present perfect to talk about things that we have done or experiences that we have had.
- You can form the present perfect by using *have* + *the past participle*

- I have worked at my current company for 14 years.
- They have completed many projects for that client.
- He has left the country to start a new job.



Use the present perfect to make a sentence

1. To win an award



2. To be promoted



3. To apply for a job



4. To interview for a job



5. To meet colleagues





Have you ever...?

Use the words below to describe the professional experience you have had until now. Remember to use the present perfect!

worked part-time

worked full-time

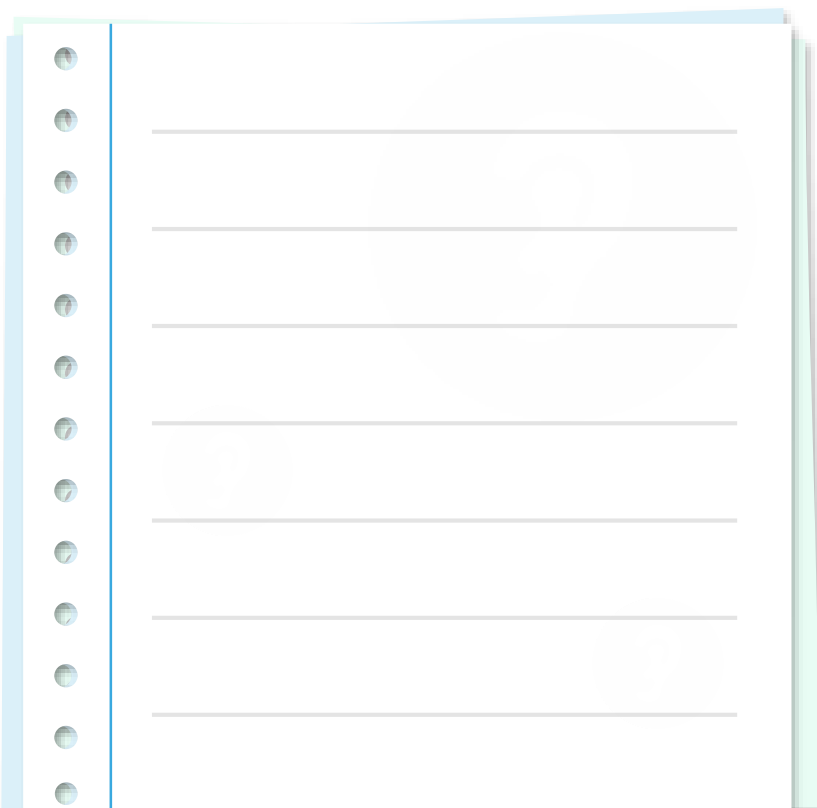
wanted to be an
entrepreneur

thought of being
self-employed

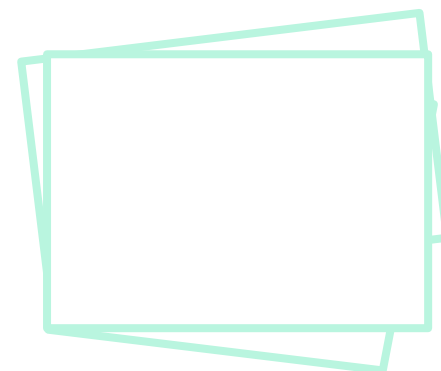


Listening

Listen to what a hiring manager thinks about a job candidate's professional experience and professional qualities.



a
c b





True or false? Make it true!

	TRUE	FALSE
1. Leslie seems to be selfish and lazy.	<input type="checkbox"/>	<input type="checkbox"/>
2. Leslie successfully talked about her achievements.	<input type="checkbox"/>	<input type="checkbox"/>
3. Leslie has worked in fashion design.	<input type="checkbox"/>	<input type="checkbox"/>
4. Leslie does not have any experience.	<input type="checkbox"/>	<input type="checkbox"/>
5. Leslie wants to build her career.	<input type="checkbox"/>	<input type="checkbox"/>
6. Leslie is not adaptable.	<input type="checkbox"/>	<input type="checkbox"/>



Game

- Choose one of the professionals below and talk about their professional qualities and their work history.





Writing

Now choose one of the professionals and write a short profile for them for a professional's networking website. Remember to include:

Where they work

Their working arrangements

A description of their professional qualities

A spiral-bound notebook with lined pages. The pages are white with light blue horizontal ruling. There are faint, large circular icons on the pages, including a magnifying glass, a person, a document, and a speech bubble. The notebook is shown from a slightly elevated angle, with the spiral binding visible on the left side.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

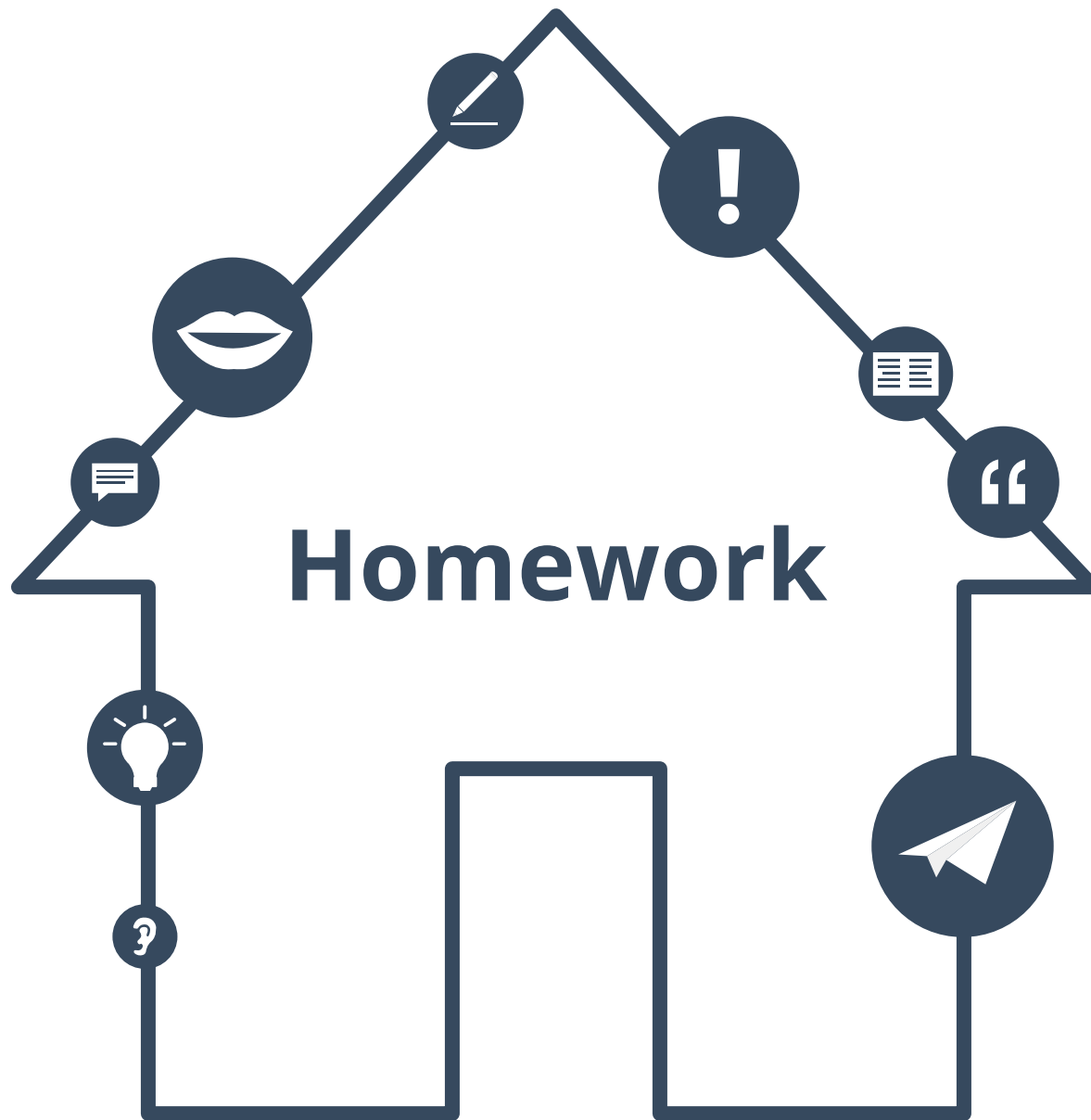
p.27
1. F
2. T
3. F
4. F
5. T
6. F

p.20
1. adaptable
2. confident
3. innovative
4. dedicated
5. creative



Transcription

Leslie is a very good job candidate. She seems to be very dedicated and a true team player. She knows how to sell herself and talk about her achievements. She has worked as a lead software engineer for more than 5 years. She is experienced in the field. I think she is an ideal candidate. In her interview she made it clear that she is trying to build her career and that she is open to any opportunities. This shows that she is very adaptable.





Match the descriptions!

1. I make my own schedule...

2. I work 20 hours per week...

3. I work 40 hours per week...

4. I started my own business...

5. I do work for clients

6. I complete projects for other businesses

a. I work full-time.

b. I am a freelancer.

c. I am an entrepreneur.

d. I am an independent worker.

e. I am self-employed

f. I work part-time.



Write about yourself

Write a few sentences about your professional self. Be sure to describe your professional qualities and use the present perfect to describe your experience!

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Homework answer key

1. D
2. F
3. A
4. C
5. E
6. B



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