

# A conversation about applications

SPEAKING

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2328S

LANGUAGE  
English

lingoda

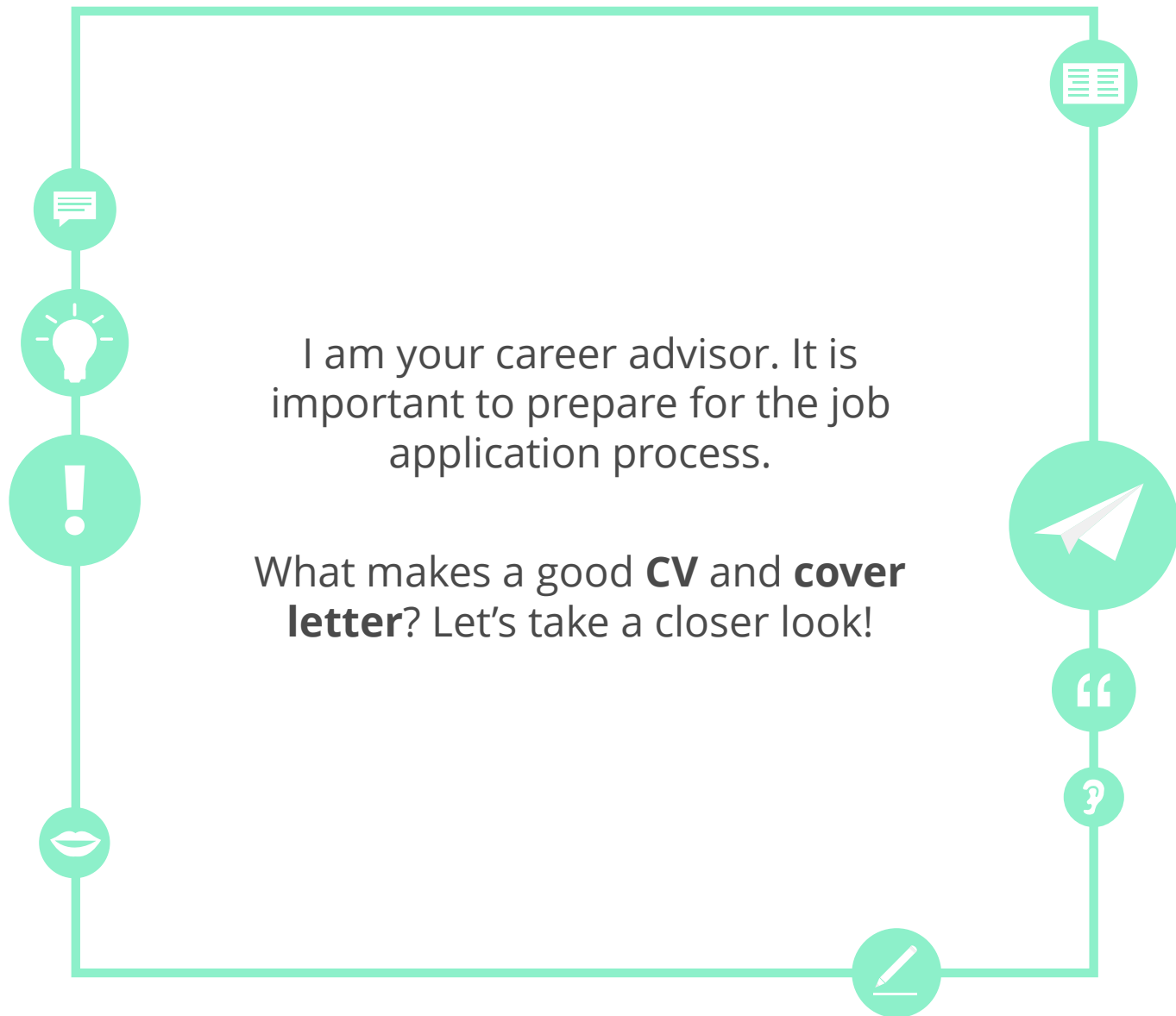




## Goals

- Can discuss what makes a good CV and cover letter.
- Can describe myself and my achievements in simple terms.







## Preview and warm-up

In this lesson, you will practise talking about **job applications** in the context of a conversation.



Is my **CV** good? Does my **cover letter** describe me well?



## Pronunciation

**skills**



## Pronunciation

**skills**

**information**



## Pronunciation

**skills**

**information**

**interests**



## Pronunciation

**skills**

**information**

**interests**

**introduce**





## Pronunciation

skills

information

interests

introduce

innovative

Practise saying the “**short-ɪ**” sound with your teacher.



## Pronunciation

**team**



## Pronunciation

**team**

**degree**



## Pronunciation

**team**

**degree**

**greeting**



## Pronunciation

**team**

**degree**

**greeting**

**achievements**



## Pronunciation

team

degree

greeting

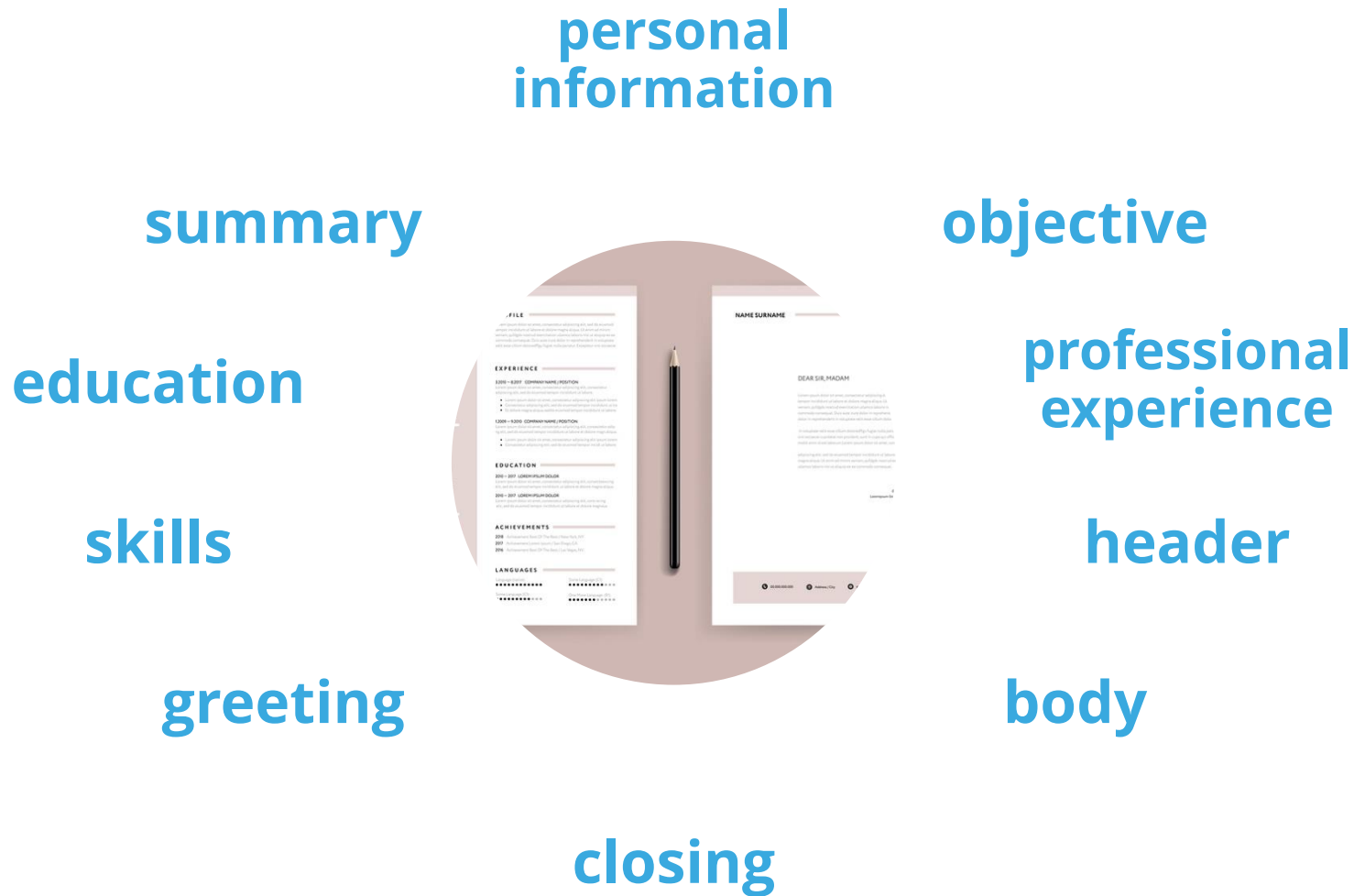
achievement

freelance

Practise saying the “**long-i:**” *sound* with your teacher.



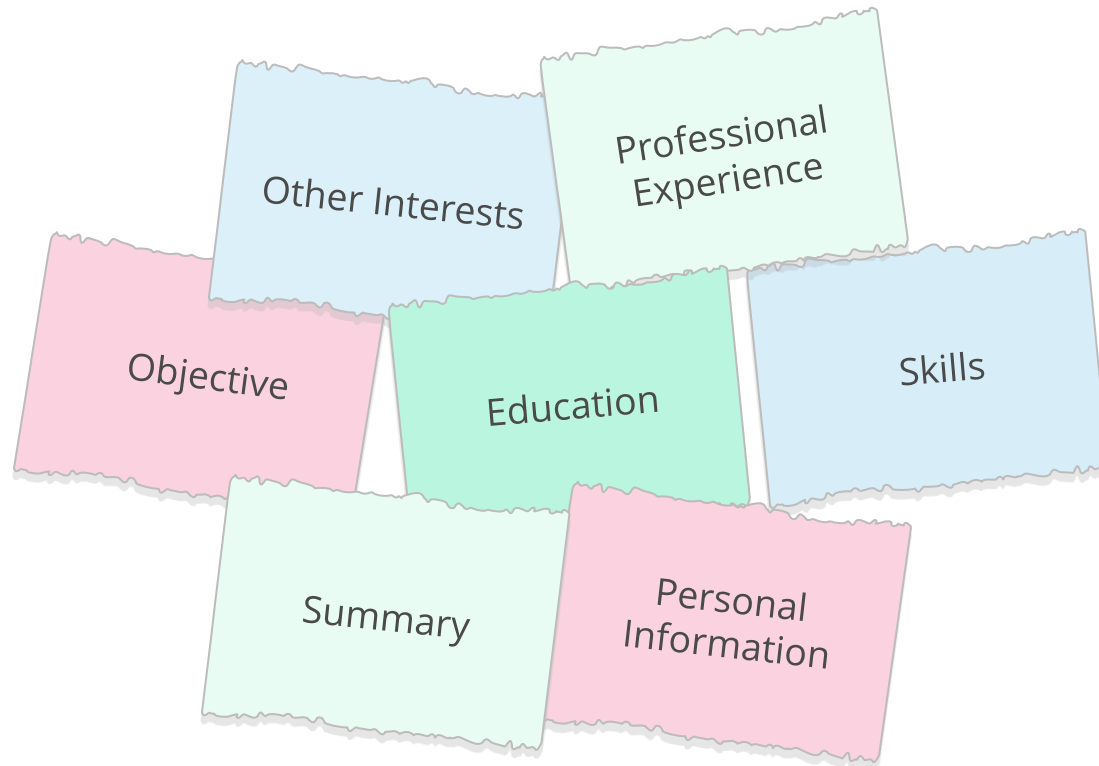
# Review parts of a CV and cover letter





Do you remember?

Work together to put a CV in the correct order







## Speaking

**Unscramble the following phrase commonly used in job applications.  
When do you use this phrase and why? Discuss as a group**

I am

hearing

from you!

looking forward  
to



Do you remember?

# What makes a good CV and cover letter?

introduce

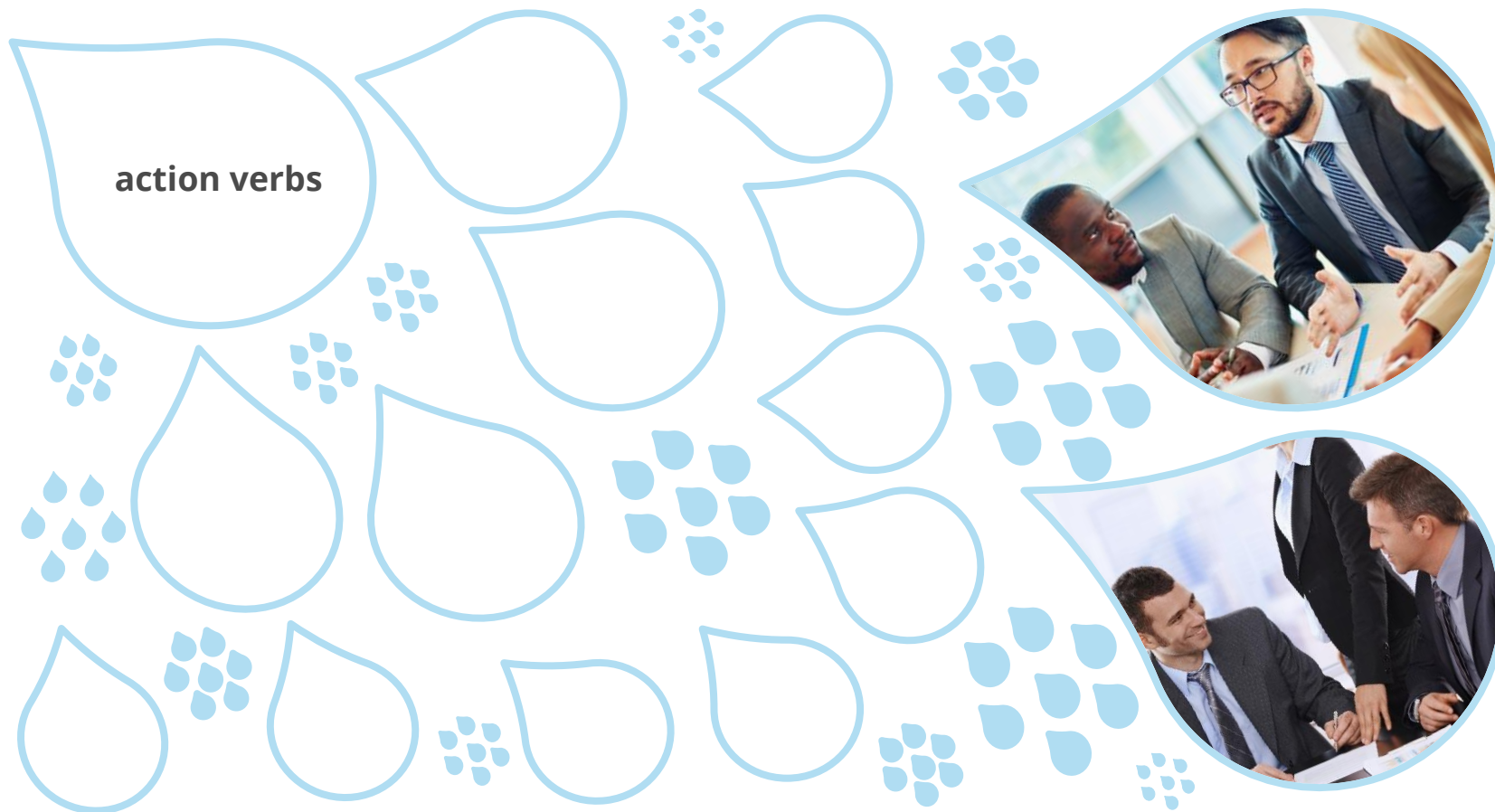
describe

summarise



## Brainstorm

Work together and think of as many action verbs as possible





## What do they do?

Look at the professionals below and explain what they do.  
What are their duties in their jobs? Use lots of action verbs!





## Review work arrangements

**I work as a...**

**I work in...**

**I work for...**

**full-time  
employee**

**part-time  
independent**

**freelancer**

**self-employed**

**entrepreneur**





## Review professional qualities





## Professional qualities

**Work with your teacher or classmates to think of the most important professional qualities to have for the jobs below**

marketing executive

start-up company manager

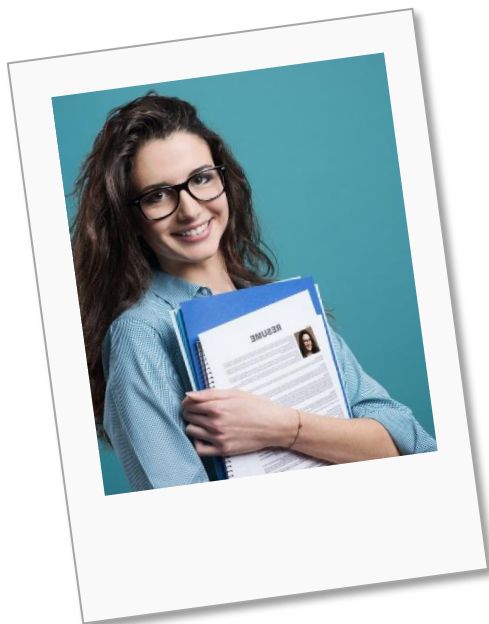
customer service team leader

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 play button, a document, a speech bubble, and a checkmark. The notebook is shown from a slightly elevated angle, with the spiral binding visible on the left side.



## All about you

Discuss the following questions below



1

Where are you working at the moment?

2

What are your duties at your current job?

3

How do you describe yourself professionally?





## Describe these candidates

Look at the candidates below and describe what qualities you think they have





Do you remember?

# What makes an ideal candidate for a job?

experience

achievements

professional  
qualities

skills



## 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?



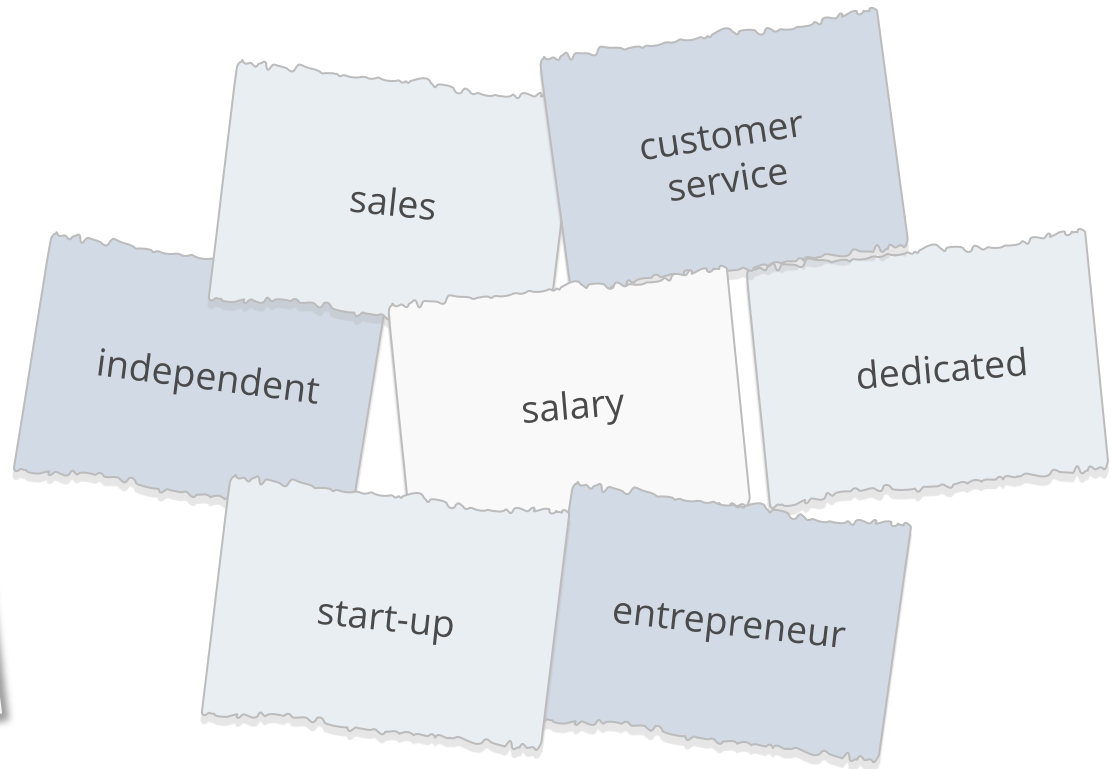
If you have time, go over  
the most difficult slides again





## Describe someone professionally

Use the words below to create a summary for owner of a flower shop.  
Talk about what she does and her professional qualities.





## Talk about a career path

Use the words below to create an objective statement for the graduating university student below.





## About this material

Find out more at  
[www.lingoda.com](http://www.lingoda.com)



This material is provided by

**lingoda**

### **lingoda** Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



We also have a language blog!