Work experience





Learners can talk about their previous work experience.

Lead-in

Think of someone you like working with. Say why you like working with him/her.

calm hard-working friendly funny intelligent organised polite reliable

I like working with my manager. She's organised and helpful.

Vocabulary

Skills and personal qualities

- Read the blog post from a job website and answer the questions.
 - 1 Who did the blog writer interview? Why?
 - 2 What two things are good to talk about at a job interview?
 - 3 What can people with no work experience do at an interview?

What employers want

analytical

We interviewed 100 employers about the skills and qualities they want when recruiting employees. Here are the top eight:

1	good communication skills	5	IT skills
2	organised	6	motivated
3	team worker	7	hard-working

company's products and have a friendly personality.

language skills They also say it's important that employees are reliable, know about the

Top Tip!

Next time you have a job interview, prepare to talk about real-life examples of the skills and personal qualities that are important for the job. For example, 'I'm very analytical. I've analysed sales data and written sales reports.' Or 'I'm a team worker. I've worked in international teams to solve problems on projects.' Or 'I'm very organised. I've never missed an important deadline.

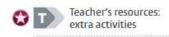
If you haven't had any work experience, give other examples from your life, interests and studies. For example, 'I have excellent communication skills. I've written blogs for a website.' Or 'I'm a good communicator and team worker. I've given many team presentations in my university classes."

Complete the table with the skills/qualities (1-8) in the blog post.

What employers want	Examples	
1	complete tasks on time, meet deadlines	
2	express ideas well when speaking and writing, listen to others	
3	work with other people on projects	
4	assess information, analyse data, solve problems	
5	speak German, English and Spanish	
6	use Microsoft Word and Excel	
7	have a positive 'can-do' attitude to work	
8	make a lot of effort to do a good job	

← Match the correct skill/quality (1-8) in the bloq post with the sentences (a-h).

- a I do a lot of work when I'm at the office.
- b I can work with many different software programs.
- c I try to solve problems in a logical way.
- d I know how to give a clear presentation and explain my ideas.
- e I'm good at planning things.
- f | can read emails in Portuguese.
- g I really want to achieve success in my work.
- h I work well with colleagues in my department.
- 5 Look at page 124. Complete the questionnaire with your own examples.



Communicative grammar

Grammar reference: page 111

- I've written sales reports. You've worked in international teams. She's given many presentations.
- I've never missed an important deadline. You haven't had any work experience. He hasn't had much experience in sales.
- ? Have you ever written blogs? Yes, I have. / No, I haven't. Has she worked on international projects? Yes, she has. / No, she hasn't.

06	Complete the sentences with the correct form of the verbs in brackets.
----	--

They I (work) in over ten co		ntries. He ²	(not have) much experience
in the UK, and	she ³ (not write	e) any reports in Er	nglish.
14	(give) lots of sales presenta	tions with this sof	tware, and you have 5
(use) a similar r	rogram However 16	(never pre	sent) in a large organisation

7A Put the words in the correct order to make questions.

- 1 ever/a team/managed/you/Have/?
- 2 for/many/have/companies/you/How/worked/?
- 3 or region / you / Have / lived in / another country / ever /?
- 4 you/in an international/Have/team before/worked/?
- 5 Have / in English / ever / written emails / you /?
- 6 for/Where/travelled/have/work/you/?
- B Match the answers (a-f) with the questions (1-6) in Exercise 7A.
- a No, I haven't. I've only lived in this country.
- b I've worked for three different companies since university.
- c I've travelled a lot around Germany and visited our Paris office.
- d Yes, I have. I manage a team in my current job.
- e Yes, I have. Our company has lots of European and Japanese employees.
- f Yes, I have. I write them for our UK sales team.

📞 VIDEO 🛮 8A 🔼 8.1.1 Watch the start of the video. What type of companies do the two speakers work for?



Teacher's resources:

extra activities

B Watch the complete video. What skills and personal qualities does each person need? Write James (J), Polly (P) or Dan (D) next to the words in the box.

analytical skills	communi	cation skills	decisive	organised
positive attitude	reliable	team worke	er write	well

Watch the interview again. Complete the notes.

James has worked for 1	companies as a	and	d an editor. He's also
3 his own compar	ny. James was an Englis	sh teacher in Malt	a for 4
years. He also worked in Valen	cia, Spain, from 5	to	
He worked in Singapore as an	editor for 6	_ months.	
Polly has worked in Amsterdar	n, Eindhoven, 7	and Paris. Ir	Paris, she spent
8 months working	g on a ⁹ pr	roject.	
Dan set up the advertising age	ncy 10yea	ırs ago. He worke	d for 11
large businesses before Creatu	re The team at Creatur	re are very 12	

Work in pairs. Ask and answer the questions in Exercise 7A.

Yes, I have. I've written emails to suppliers in China.

No, I've never been to another country for work but I've been to lots of places on holiday.



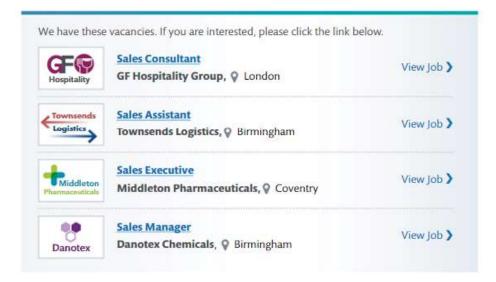
The best person for the job



Learners can compare people's skills and experience and choose the best person for a job.

Lead-in

Look at the job advertisements. Where do companies usually advertise vacancies?



Vocabulary Job requirements

Read the email from Dan Baker to Elsa Hernández at Danotex Chemicals. What does Dan want Elsa to do?



From:

Dan Baker

Elsa Hernández

Subject: Sales Manager Vacancy

Hello Elsa,

Here's a list of the skills and experience we need for the Sales Manager vacancy. Can you put these details in the job advertisement?

Essential skills and experience

- has Sales Manager or Sales Representative experience
- · has managed staff
- · has worked in chemical or related industry
- · has excellent communication and negotiation skills
- · is a team worker

Useful skills and experience

- has a degree in business administration or a similar university qualification
- · can speak languages, especially German
- · has experience in international sales

Can you choose the best candidates for me to interview? Let's talk on the phone after you speak to them.

Best wishes,

Dan Baker

Assistant Sales Director



Danotex Chemicals

B What is the difference between 'essential' and 'useful' skills?



3	Choose the correct opt	ion	, a, b or c.		
1	We have two	i	n our production	depa	rtment at the moment.
	a advertisements	b	qualifications	c	vacancies
2	There are a lot of		for IT jobs on t	his w	ebsite.
	a advertisements	b	qualifications	c	vacancies
3	We need staff with		in science, e	ngine	ering and technology.
	a advertisements	b	qualifications	c	vacancies
4	Language skills are		for the job, b	out no	ot essential.
	a excellent	b	similar	c	useful
5	It's important to		_ the best person	fort	he job.
	a need	b	choose	c	manage
6	There are ten	f	or this new job.		
	a candidates	b	degrees	c	vacancies
7	Why did you study for a_		in econo	omics	?
	a candidate	b	experience	c	degree





Listening Choosing job candidates

a excellent

4A • 8.01 Listen to Dan's conversation with Elsa. Who is going to interview the candidates?

in this job.

c similar

B Listen again and complete the profile for each candidate.

b essential

8 You need strong analytical skills. They are _

	Vicki Grant	Sam Gowan	Isaac Lange
Impression of candidate	Very friendly, good 1skills.	Knows a lot about our company, good 4skills.	Good team worker, has a / personality.
Essential	² years' experience in sales, manages a team of twelve staff.	Three years' experience in sales, manages a team of s staff.	general section of twenty staff. general section of twenty staff.
Useful	Works in pharmaceutical industry, degree in chemistry, speaks	Works for a 6chemical company, has business degree, has worked in Germany, excellent German.	Works for paint manufacturer, has travelled for work, 9 German.



page 101 See Pronunciation bank: 8.2 The vowel /p/. The letter '0' as /p/, /əu/ and /λ/

5 Look at the information about the candidates in 4B. Complete true sentences with the positive or negative form of the verbs in brackets.

1 Vicki hasn't worked (work) in the chemical industry.
2 She _______ (study) German, but she ________ (study) French.
3 Sam ______ (live) and _______ (work) in another country.
4 Sam ______ (work) for a bigger company than Danotex.
5 Isaac ______ (have) the most experience as a sales manager.
6 Issac ______ (travel) for work.
7 Vicki and Sam ______ (go) to university but Isaac _____ .
8 Sam ______ (work) in the chemical industry but Vicki and Isaac ______ .

Speaking 6A Describe each candidate's experience.

Vicki has a degree in chemistry. She has worked in pharmaceutical industry and has managed a team. She can speak ...

B Work in pairs. Compare your sentences from Exercise 6A. Who do you think is the best candidate for the job? Why?

I think Sam is the best candidate. He's worked in Germany and he's had experience in the chemical industry.



Professional profiles



Lesson outcome

Learners can write a simple profile for a professional website.

Lead-in

Which of these photos would be best for 1) a social media website, 2) a professional website? Why?







Reading

Label the online parts of the online profile with the words and phrases in the box.

Current job Full-name Job title Location Past positions Qualifications Skills summary Full name Home Groups Inbox Elsa Hernández Garcia Human Resources Manager -Birmingham, UK Motivated, organised and creative HR Manager. I have worked in large organisations across 3 different industries. I am friendly, a team worker and have excellent communication skills. I have designed HR strategies, organised staff recruitment and managed HR teams for companies. I have also worked on projects with other departments and planned training programmes. Specialties and interests: HR Strategy • Recruitment • Talent Management • Employee Relations

Experience



Human Resources Manager

Danotex Chemicals Birmingham, UK

Feb 2019-present date

I am responsible for HR operations across the UK. I design HR strategy, organise recruitment and staff-training programmes. I work on projects with other department managers.



HR Officer

CUG Engineering Group Leicester, UK Jan 2016-Feb 2019

I worked for CUG Engineering for three years. I was responsible for recruitment in the UK. I designed the company's internship programme in 2017 and trained interns. I managed a small HR team.



Recruitment Specialist

Oscar Lane Recruitment International London, UK Sept 2013-Dec 2015

I was responsible for recruiting across Europe. I advertised vacancies and interviewed and recruited candidates for our clients.

Education



Master's in Human Resources Management

Filton Business School 2015-2018



BA (Hons) Degree in Psychology **Drumford University**

2009-2012



TALKING ABOUT EXPERIENCES AND COMPLETED PAST EVENTS

Grammar reference: page 113

Experiences

I have worked in large organisations across different industries.

I have organised staff recruitment for companies.

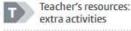
 Completed past events I worked for CUG Engineering for three years. I designed the company's internship programme

- page 101 See Pronunciation bank: Silent letters
- Choose the correct option to complete the sentences.
 - 1 She has worked / worked for several companies in this industry. She has started / started working for this company two years ago.

last year.

- 2 He has been / was a Project Manager with Danotex Chemicals from 2017 to 2020. He had / has had a lot of management experience.
- 3 | have studied / studied web design in 2018. | have designed / designed e-commerce websites for over fifty corporate clients.
- 4 She has been / went to Germany on business many times. She has been / went there again last month to visit clients.
- 5 I have managed / managed many international teams in my career. I have worked / worked on a difficult project last year.

1	She working in	(finish) her degree two years ago. Then s France.	he (spend) a year
2	-	(write) marketing materials for different cor own marketing blog.	mpanies. In 2018 I
3	7 (1) (1) (1) (1)	(work) on many projects. She on the last project.	(produce) many creative
4		(organise) several events. Last year he es conference.	(help) to prepare the



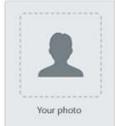
Complete the parts of a profile with the correct form of the verbs in brackets.

with exce	ellent customer ser	vice skills.
I.i	(work) for	several companies in
the retail	industry. 12	(manage) and
3	(motivate) la	arge teams of sales staff.
1 4	(train) staff	to give excellent

6 (interview) and
staff during the time I was there.
staff when they 9 (have
(prepare) training
nalyse) sales data and 12

Writing

6 Choose an option. Either: Imagine yourself in five years' time. Use the form below to write a profile. You can invent information. Or: Imagine you are Jay Peters. Look at page 127.



FULL NAME	
JOB TITLE (you have or want)	
LOCATION	
EXPERIENCE (current job)	
English to Manufacture of the engine of the	
EXPERIENCE (past positions)	
1877 18 10	
EDUCATION	