

PREPARING A CV

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- 3.5. a
- 3.6. b
- 3.7. b
- 3.8. a

1. Answer the people's questions below
 - 1.1. You should include all the degrees you have.
 - 1.2. Yes, since it is part of your work experience.
 - 1.3. Yes, since it could be interesting for the company in the future.
 - 1.4. Yes, if you think it is relevant to the job.
 - 1.5. To a professor where you studied and a boss where you have worked.

2. Match:

- 2.1. Work experience
- 2.2. Personal details
- 2.3. Personal details
- 2.4. Education
- 2.5. Work experience

4. Complete the chart:

- Personal details:
married, single, gender, male, divorced.
female, marital status.
- Education:
graduate, certificate, Bachelor's degree,
formal training.

5. Complete the sentences:

- 5.1. single or divorced
- 5.2. formal training
- 5.3. reference
- 5.4. personal details
- 5.5. current job
- 5.6. fluent

Working with vocabulary

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3. Listen and choose the correct answer.

- 3.1. a
- 3.2. b
- 3.3. a
- 3.4. b

"Your Turn" Listen and choose the correct answer:

1. a
2. a
3. b
4. b
5. a

Writing a CV

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1. Choose the correct answer:

- 1.1. a
- 1.2. c
- 1.3. c

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2. Answer the questions:

- 2.1. Ms Grander
- 2.2. On Jod4U.uknet.uk
- 2.3. 16th June, 1995
- 2.4. Coursara
- 2.5. Yes, she currently works at IT Business Support, Preston Trades.
- 2.6. She speaks two languages, English and German.

3. What two things are missing?:

- 3.1. home address
- 3.2. nationality