

LearnEnglish Select Upper Intermediate

8.4 Preparing a professional profile

Useful language

Skills and career interests

Where do you think your particular talents lie?
 What was the most challenging thing you had to deal with?
 You've got a natural ability to ...
 Let's explore this a little more
 What are the things you feel you can do now?
 Have you learnt any completely new skills?
 It's good you've found that talent
 How did it all go?
 Anything else?

Writing about a new initiative

We're in the process of introducing a ...
 The ... intends to set up an ...
 The purpose of this, from the company's point of view, is to ...
 From the individual's point of view it will generate opportunities to ...
 What we intend to do is to start by getting ... to ...
 It would be part of ...

Making suggestions to improve a text

It's better to say something like ... rather than ...
 Try to make it more formal/engaging/interesting.
 You do need to add some spark to it.
 I'm going to make one recommendation: don't use the word ...

Expressions for ways of working

multi-tasking
 thinking on my feet
 out of my comfort zone
 throw someone in at the deep end
 'can do' attitude

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can talk about skills and career interests.	<input type="checkbox"/>	<input type="checkbox"/>
I can write an up-to-date professional profile.	<input type="checkbox"/>	<input type="checkbox"/>
I can make suggestions to improve a text.	<input type="checkbox"/>	<input type="checkbox"/>