

DESCRIBING PROFESSIONAL SKILLS AND QUALITIES

Listening: a job interview (audio 44)

Before listening: Look at the description of the organisation, RSQ. What jobs do people in the company do?

A. Harry is a recent economics graduate. He is interested in working for RSQ as a field worker. Listen to his interview with the company's founder. What are his answers to these questions?

- 1) What attracted you to this job?
- 2) What are your long-term ambitions?
- 3) What can you do, practically?
- 4) What other experience do you have that's relevant to this position?

B. Listen again and complete the sentences from the interview:

- 1) I'm very interested in the field, in countries where animals are in danger.
- 2) I'm keen something practical and more useful, I guess.
- 3) I'd like the environment.
- 4) I've travelled a lot and I'm very willing
- 5) I'm good people.
- 6) I really love..... challenge and I'm not afraid

RSQ is a UK-based organisation which helps to protect endangered animals all over the world. We work with governments and other charity organisations to save species which are in danger. We organise media campaigns from the UK and also send workers into the field to help with animal protection work. The money for this work is raised by RSQ volunteers and employees in the UK.



Pronunciation: linking words

(audio 45)

Listen to the sentences and connect the sounds that are linked by repeating them.

(en inglés no se acentúan todas las sílabas, sino que algunas suenan más fuerte que otras. Si el último sonido de una palabra es una vocal y el primer sonido de la palabra siguiente es una consonante, o viceversa, por lo general las unimos como si fueran parte de la misma palabra)

- 1 I'm interested in learning new skills.
I'm_interested_in learning new skills.
- 2 I'm keen on working abroad.
- 3 I'm good at working with my hands.
- 4 I love a difficult challenge.
- 5 I'm not afraid of working hard.

Vocabulary: describing skills and interests

I can	---	verb infinitive
I love / like	---	verb + ING
I'd like (I would like)	to	verb infinitive
I'm willing	to	verb infinitive
I'm interested	in	verb + ING
I am good	at	verb + ING
I have knowledge	of	noun
I am a good user	of	noun
I am not afraid	of	verb + ING
I'm keen	on	verb + ING

En las expresiones donde va verbo + ING, para el contexto del *elevator pitch* es apropiado usar los ‘action verbs’ de la clase anterior más otros que aparecen en este material (también puede ir un sustantivo —*noun*).

keen on = interested in

I would like to = me gustaría

willing to = dispuesto a

Examples:

- I'm interested **in** working... / science, etc
- I'm keen **on** developing my skills.
- I'd like **to work** in the voluntary sector.
- I love challenges / **facing** challenges
- I'm willing **to work** hard.
- I'm not afraid **of working** hard / commitment.
- I'm good **at** persuading people / Physics.
- I am a good/ an excellent user **of** Python / social media, etc.
- I have (excellent/good) knowledge **of** ...
- I am familiar **with**...

* To talk about your **interest** in your area of expertise/ studies:

I am interested in (name of your discipline) because + subject + verb

* When you talk about your **abilities**, include your computer skills, languages, communication skills, etc.

* Mention the proficiency **levels** you have: *advanced / upper-intermediate / intermediate / elementary / basic*

To talk about language abilities + communication skills

- I can speak and write **in** + language
- I am good / excellent at speaking and writing **in** + language
- I am fluent **in** (language)
- I am good at writing (+ e-mails, reports, etc.) **in** + language

LEVELS OF PROFICIENCY:

- I **have** a basic / an elementary / an intermediate /an advanced **level of English**.
- My mother tongue is Portuguese. Portuguese is my mother tongue / native language. (lengua materna o nativa)

* Use **connectors** to mark transitions from one topic to the next: *In connection with / As regards (en cuanto a) / About...*

Regarding my qualities, I am / I consider myself to be...

As regards my skills, I can... / I am good at ... / I have good knowledge of ... / I am a good/ excellent user of...

MORE ACTION VERBS

A) Complete the first part of the advertisement below with the action verbs from the box. Use the words in brackets to help you. You can also use a dictionary.

cope with / develop / improve / increase / lead / set up / train

KARADA MODE PLC
EUROPEAN MANAGER €95K + CAR
Are you the person we are looking for?

THE ROLE

We are looking for a talented person for this position. In this exciting job, you will need to:

- *lead* a team of 25. (be in charge of)
- a new branch in Amsterdam. (start)
- new staff. (teach)
- sales in all markets. (make more)
- new products. (create)
- communication between our head office and local branches. (make better)
- strict deadlines and work well under pressure. (manage)

B) Complete the second part of the advertisement with the verbs from the box.

deal with / manage / motivate / organise / plan

THE PERSON

In your present job, you:

- a large department in the clothing industry. (control)
- budgets. (think about the future)
- sales conferences and trade exhibitions. (arrange)
- customers, suppliers and their problems. (take action)
- employees and sales teams to get the best results. (encourage)

Vocabulary: describing qualities

Match the statements (1-14) to the adjectives (a-j).

They...

They are...

- | | |
|---|---------------------|
| 1. ...like to spend time with other people. | a) ambitious |
| 2. ...want to reach the top in their career. | b) creative |
| 3. ...have a lot of new ideas. | c) hard-working |
| 4. ...do what they promise to do. | d) motivating |
| 5. ...are usually calm. | e) helpful |
| 6. ...spend a lot of time doing a good job. | f) punctual |
| 7. ...like to be on time. | g) relaxed |
| 8. ...encourage other people to work well. | h) sociable |
| 9. ...are good at making things work. | i) practical |
| 10. ...like to do things for other people. | j) reliable |
| 11. ...have knowledge of something. | k) qualified |
| 12. ...have a lot of training and abilities. | l) confident |
| 13. ...are sure of themselves. | m) knowledgeable |
| 14. ...have abilities, knowledge, experience and qualities for a job. | n) (highly) skilled |

More qualities:

- | | |
|--------------------|-----------------|
| - highly motivated | - effective |
| - energetic | - adaptable |
| - versatile | - efficient |
| - flexible | - professional |
| - entertaining | - organised |
| - competent | - communicative |
| - enthusiastic | - responsible |
| - passionate | |

E.g.:

I consider myself to be a hard-working and efficient person.
I consider myself to be hard-working and efficient.

Writing:

Now complete these sentences using your own information (*estas ideas como las que escribieron en la actividad de la clase pasada servirán para construir el elevator pitch*)

- I'm interested in / keen on.... because...
- I'd like to...
- I'm willing to...
- I'm not afraid of...
- I'm good at...
- I am a good/ an excellent user of...
- I have (excellent/good) knowledge of...
- I am familiar with...
- I consider myself to be a..... person.
- As regards languages, I can... / I am fluent in... / I have a level of

More practice (audios 8 and 9)

DESCRIBING SKILLS AND INTERESTS

- 2**  **8** Listen. You will hear six questions in different job interviews. Choose the best response (a–f) to each question you hear.

1 3 5
2 4 6

- a** I'm good at organizing projects.
- b** I really love a challenge.
- c** I'm very interested in understanding why people choose certain products.
- d** I'd like to work in sales.
- e** Not really. I'm keen on doing research to find out more about teaching methods.
- f** Mmm ... no, I don't, but I'm very willing to learn.

- 3**  **9** Listen and check your answers to Exercise 2. Then complete the questions (1–6).

- 1 You have a _____ in Psychology. What _____ you to a job with an advertising agency?
- 2 You're a _____ in Education. What are your long-term _____ – to teach, perhaps?
- 3 What _____ of the medical equipment business do you hope to _____ in?
- 4 _____ can you do, _____?
- 5 _____ you have _____ of market research?
- 6 _____ did you _____ to study three foreign languages during your Engineering degree?

- 4** Choose the best answer to each question.

- 1** What attracted you to this job?
 - a** I didn't study maths at university.
 - b** I'm very interested in public transport.
 - c** I'm afraid I have very little experience with that.
- 2** What are your long-term ambitions?
 - a** In the next ten years or so, I'd like to find a job abroad.
 - b** I studied economics and politics for three years.
 - c** I spent two summers doing farm work.
- 3** What can you do, practically?
 - a** I'd love to learn more about sales and marketing of hospital equipment.
 - b** When I was a child, growing up, my family lived in three different countries.
 - c** I'm good with computers, especially at teaching people how to use them.
- 4** What other experience do you have that's relevant to this position?
 - a** I'm planning to work hard to improve my language abilities, so I can use them at work.
 - b** At university, I helped to organize a film festival. I did that three years in a row, actually.
 - c** I'm hard-working, and I think I learn new things quickly. I have a good memory.

Answers:

Page 1:

Before listening:

organize media campaigns, work with animals in the field, raise money

A)

- 1 He's interested in working in the field, in countries where animals are in danger. He loves what RSQ is doing.
- 2 He'd like to work in a job helping the environment.
- 3 He's good with his hands. He helps his father a lot with building jobs. He is used to working with animals.
- 4 He worked on an (environmental) campaign at university.

B)

- 1 in working 2 on doing 3 to do a job where I'm helping 4 to learn 5 at persuading 6 a, of taking

Pronunciation:

- 2 I'm keen_on working_abroad.
3 I'm good_at working with my hands.
4 I love_a difficult challenge.
5 I'm not_afraid_of working hard.

Pages 3 and 4:

Skills and abilities

A)

- **lead** a team of 25. (be in charge of)
- **set up** a new branch in Amsterdam. (start)
- **train** new staff. (teach)
- **increase** sales in all markets. (make more)
- **develop** new products. (create)
- **improve** communication between our head office and local branches. (make better)
- **cope with** strict deadlines and work well under pressure. (manage)

Listening transcript (audio 44)

I = Interviewer, H = Harry

- I: Hi, please come in and take a seat. Sorry to keep you waiting.
H: That's all right.
I: So, I understand you graduated recently and you're looking for work with a charitable organization. What attracted you to this job in particular?
H: Well, the main thing is that I'm very interested in working in the field, in countries where animals are in danger. I mean, I understand that the job also involves desk work ...
I: Well, that depends on the job ...
H: OK and well, I love what RSQ is doing too.
I: Thank you. We're very proud of our work too. You're a graduate in economics. What are your long-term ambitions – to work in a bank, perhaps?
H: No. A lot of my friends have taken jobs in the City but as I said – I'm keen on doing something practical and more useful, I guess. I'd like to do a job where I'm helping the environment.
I: OK and what *can* you do, practically?
H: I'm good with my hands. I help my father a lot with building jobs.
I: Do you have experience of foreign countries?
H: Mm, I haven't worked abroad before, but, I've travelled a lot and I'm very willing to learn.
I: Uh-huh, I see. Do you have any experience of working with animals?
H: Yes, horses and cows and pigs. I've worked on a farm most of my life. My parents are farmers.
I: OK. And what other experience do you have that's relevant to this position?
H: Well, at uni I worked on a campaign, an environmental campaign, helping to save a local green area from development. There was a lot of wildlife there – birds and so on – and the council was going to build some flats there.
I: Oh, that's interesting. Did the campaign succeed?
H: Yes, we persuaded the council to use only thirty per cent of the land for development. So we saved the rest. I think I'm good at persuading people. Also, I really love a challenge and I'm not afraid of taking risks.
I: OK, and what about ...

B)

- **manage** a large department in the clothing industry. (control)
- **plan** budgets. (think about the future)
- **organise** sales conferences and trade exhibitions. (arrange)
- **deal with** customers, suppliers and their problems. (take action)
- **motivate** employees and sales teams to get the best results. (encourage)

Qualities

- | | |
|---|---|
| 1. like to spend time with other people. | h |
| 2. Want to reach the top in their careers. | a |
| 3. Have a lot of new ideas. | b |
| 4. Do what they promise to do. | j |
| 5. Are usually calm. | g |
| 6. Spend a lot of time doing a good job. | c |
| 7. Like to be on time. | f |
| 8. Encourage other people to work well. | d |
| 9. Are good at making things work. | i |
| 10. Like to do things for other people. | e |
| 11. Have knowledge of something | m |
| 12. Have a lot of training and abilities | n |
| 13. Are sure of themselves | l |
| 14. Have abilities, knowledge, experience and qualities for a job | k |

Page 5:

2

1 c 2 e 3 d 4 a 5 f 6 b

3

1 degree, attracted	4 What, practically
2 graduate, ambitions	5 Do, experience
3 area, work	6 Why, choose

4

1 b 2 a 3 c 4 b