

**VOCABULARY**

**A** Choose the best word (a, b or c) to complete each space in the advert.

## Lambrois 303 Your careers guidance service

If you don't have a career ..... *path* ..... <sup>1</sup> in mind or if you are tired of your old nine-to-five ..... <sup>2</sup> and want to make a career ..... <sup>3</sup>, you can just call us on the telephone number below to find out how we can help you.

We will work with you to understand what is really important to you. For example, are you more interested in ..... <sup>4</sup> a lot of money or in having the opportunity to ..... <sup>5</sup> the career ladder?

Our experienced counsellors will also review your existing skills, experience and ..... <sup>6</sup> to help guide you into a role that will be right for you. They may also ask you to ..... <sup>7</sup> a psychometric test to help them to understand what areas of ..... <sup>8</sup> suit you best. Maybe you are thinking of a job in finance but are you really good with ..... <sup>9</sup>? Or a position in ..... <sup>10</sup> resources but do you really enjoy dealing with people and their needs?

Don't delay, call us today on: **020 72489894.**

- |                 |                |                   |
|-----------------|----------------|-------------------|
| 1 a) ladder     | b) <u>path</u> | c) opportunity    |
| 2 a) work       | b) job         | c) employee       |
| 3 a) move       | b) training    | c) break          |
| 4 a) doing      | b) earning     | c) taking         |
| 5 a) climb      | b) follow      | c) earn           |
| 6 a) diplomas   | b) levels      | c) qualifications |
| 7 a) give       | b) make        | c) do             |
| 8 a) employment | b) progress    | c) job            |
| 9 a) figures    | b) counts      | c) maths          |
| 10 a) personnel | b) staff       | c) human          |

**B** Complete each sentence with the correct form of an item from the box.

~~to involve~~ to be in charge to deal to look to make sure to be responsible

- Lev Migachov works in research and development. His job ..... *involves* ..... developing new products and new ideas.
- Suzana Lonza is the receptionist. She ..... after visitors and takes messages.
- Nadine Deschamps works for HR. She ..... with staff problems, as well as with recruitment and training.
- Linda Eriksen is our Quality Control Inspector. She ..... for monitoring our products and trying to improve their quality.
- Jose Manzano is our Security Officer. He ..... that our staff and premises are protected against crime.
- Hans Reiter is our new Maintenance Engineer. He checks all our equipment regularly and ..... of all repairs.

**C Complete the phrases from exercise B with the words that come immediately after them.**

- 1 to be in charge ..... *of* .....      4 to make sure .....  
 2 to deal .....      5 to be responsible .....  
 3 to look .....

LANGUAGE REVIEW  
**Requests**

**A Complete the interviewer's questions from a job interview with words from the box.**

contact let moving send sharing start ~~working~~

- 1 Would you mind ..... *working* ..... at weekends?  
 2 Could you ..... us have your previous employer's details?  
 3 Would you mind ..... our appointment to Monday?  
 4 Could you ..... in two weeks' time?  
 5 Could you ..... us as soon as possible?  
 6 Would you mind ..... an office with three other people?  
 7 Could you ..... us a copy of your certificates?

**B Match the interviewee's answers to the interviewer's questions in exercise A.**

- a) Not at all, as long as it's in the morning.  
 b) Certainly. I'm free to start as soon as you like.  
 c) Yes. I'll let you know my decision by Friday, if that's all right.  
 d) Sure. I'll put copies in the post straightaway.  
 e) That's fine, as long as we all have enough workspace.  
 f) How often would that be?  
 g) Well, in fact they're included in my CV.

3

Past abilities

**C Study the examples. Then complete the dialogues below with *could* or *was able to*.**

- *could* (general ability)
 

A: Can you use a PC?  
 B: Yes, I can. In fact, I *could* use a PC when I was 10!
  - *was able to* (one occasion)
 

A: So were you late for the interview?  
 B: No. Sue gave me a lift, so I *was able to* get there in time.
- 1 A: What foreign languages can you speak?  
 B: I ..... speak Italian quite fluently when I was a child but I've forgotten a lot.
- 2 A: What was your greatest achievement in your previous job?  
 B: Well, I ..... reorganise the Sales Department in a month.
- 3 A: What did you like best about your previous job?  
 B: My boss really trusted me so I ..... use my own initiative.
- 4 A: So you worked in Turkey three years ago. Could you give us some details?  
 B: Certainly. As a matter of fact, I ..... win a very big contract.
- 5 A: So how did the interview go?  
 B: Fine, I think. I ..... answer all the questions!

## WRITING

Curriculum  
vitae

A

Complete Antonia's CV with the headings from the box.

Achievements	Address	E-mail	Experience	Interests	Personal details
Profile	Qualifications	Referees	Special skills	Telephone	

## Curriculum Vitae

### Antonia Sophia Mehditash

..... <sup>1</sup>	Address	Rua Humberto Madeira 23, P – 3004-520, Coimbra, Portugal
..... <sup>2</sup>		+351 239 856 207
..... <sup>3</sup>		a.s.mehditash@netvisao.pt
..... <sup>4</sup>		An Assistant Marketing Director in a medium-sized company, Orey Tours, seeking a more challenging position with more responsibility. Able to work on own initiative to tight deadlines.
..... <sup>5</sup>		<ul style="list-style-type: none"> <li>Contributed to the development of a successful sales strategy</li> <li>Coordinated the work of the sales, marketing and advertising personnel</li> <li>Designed Excel spreadsheets for sales records</li> </ul>
..... <sup>6</sup>		<ul style="list-style-type: none"> <li>Negotiating contracts with foreign and domestic airlines</li> <li>Working as part of a team</li> <li>Proficient user of MS Windows, MS Excel, Adobe InDesign, Dreamweaver, JavaScript</li> </ul>
..... <sup>7</sup>	2005 – date July – Sept 2004	Assistant Marketing Director (Orey Tours, Coimbra) Work placement at Portugália Airlines (London office)
..... <sup>8</sup>	2002–2004 1998–2002	MBA at Brentford College (UK / Distance course) BA in Economics at the University of Coimbra
..... <sup>9</sup>	Date of birth: Driving licence:	6th June 1979 Full, clean
..... <sup>10</sup>		I sing in a choir and play basketball in an amateur team.
..... <sup>11</sup>	Ana Luisa Santos Professor of Economics Avenida do Brasil 27 P – 1600 Lisboa Tel: +351 1 722 0893 Email: alsantos@netcabo.pt	Ms Celia Gutlerner Director MBA Programmes Brentford College 27 Burrard Street Brentford TW9 0AK Email: Gutlerner@BCMBA.ac.uk

**B** Which heading in the CV in exercise A would you put each of these items under?

- 1 2001: IELTS Certificate (Academic) – Overall Band 8 ..... *Qualifications* .....
- 2 Designed Orey’s website .....
- 3 Excellent conversational Spanish and some French .....
- 4 I also enjoy helping other people design their websites. ....
- 5 Also an excellent team worker. ....

**Applying for a job**

**C** This draft letter of application is not appropriate. Rewrite it using some of the expressions from the Useful language box. Make any other necessary changes.

*Hello  
 I saw your ad in our local paper last week, so I want to apply for the job of Communications Assistant. I know I am the person you’re looking for. I just got various A levels from school and all my friends say they love chatting with me. So write soon and tell me if you want to know more about me.  
 Regards*

USEFUL LANGUAGE	
Dear Sir or Madam, With reference to your advertisement in ... I would like to apply for the position of ... I feel I am well qualified for the position because ... I would be happy to give you more details and can be contacted at any time.	Please let me know if there are any other details you need. I enclose a copy of my CV. A full CV is attached. I look forward to hearing from you. Yours faithfully,

**Editing** **D** Read the text about how to prepare for a job interview.

In each line 1–6 there is **one wrong word**.  
 For each line, **underline the wrong word** in the text and **write the correct word** in the space provided.

Before you go for a job interview, make sure that you do your homework. Find out as much as you could about the company, about its history, about what it does, how many people it employ, and so on. During the interview, try to keeping to the point. Give complete answers but do not talk for longer then necessary. Finally, remember that you can ask the interviewer question. This will show that you are really interested for the opportunity.

- 1 ..... *can* .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....