

CLIL LESSON

cenario

02

economics
business administration



Erasmus+

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TASK

READING

1 What is a Curriculum Vitae?

ANSWER:

A curriculum vitae can be defined as the summary of one's life to date, which highlights the aspects that would be of interest to a prospective employer.

2 When do I need to write a Curriculum Vitae?

ANSWER:

As soon as you are about to apply for a job that corresponds to your profile and that interests you.

3 What should I include in my CV?

ANSWER:

Essential personal information:

Name
Address
Telephone number
Date of birth
Nationality

JOB APPLIED FOR

Employment and work experience

Education and training (your school, college, training program etc).
Personal skills (mother tongue, foreign languages, communication skills, organisational / managerial skills, computer skills, driving licence.)
Interests and hobbies

TASK
2

ANALYSIS

Read the following statements and decide if they are true or false. Suggest a solution.

T – True F – False

1 PRESENTATION
The CV is long and it is written as an essay.

T F

SOLUTION:

2 LENGTH
The CV is written on 5 pages and it presents the positions you held 10 years ago.

T F

SOLUTION:

3 THE PERSONAL PROFILE is a long paragraph, at the end of the CV, about the key skills and experiences you have, perhaps the industries you have worked in and what you are looking for from your next role.

T F

SOLUTION:



TASK
2

ANALYSIS

T – True F – False

4 CAREER HISTORY
your career history is written randomly, starting with the oldest role and do not include dates.

T F

SOLUTION:

5 KEY ACHIEVEMENTS
do not include the key achievements in the different posts that you have had. The virtual employer might think that you have done too much and you might require a high salary.

T F

SOLUTION:



TASK
3

MATCHING

Match the parts of the CV in column A with the proper information in column B:

COLUMN A

COLUMN B

PERSONAL INFORMATION

job applied for, position, preferred job, studies applied for, personal statement

POSITION

education or training, organisation's name and locality

WORK EXPERIENCE

other language(s), communication skills, organisational / managerial skills

EDUCATION AND TRAINING

first name(s), surname(s), house number, street name, city, postcode, country, telephone number, e-mail address,

PERSONAL SKILLS

occupation or position held, employer's name and locality, main activities and responsibilities

ADDITIONAL INFORMATION

dates, qualification awarded



TASK
4

JIGSAW

Put in the right order the following paragraphs in order to have an appropriate letter of intent:



ABB Schweiz AG
Segelhofstrasse 1K
5405 Baden

As a third-year student of the university, specialized in informatics and electrical engineering, as well as of the faculty, studying computer systems, I am already full of new ideas and the will to apply them for the benefit of humanity. For the last years I have been researching in artificial intelligence, neural networks, complex systems and interactions, power saving techniques, I found myself being able to grasp in my mind all of them and to comprehend them completely, although these technologies tend to be big and unpredictable in their behaviour.

I would be glad to apply my willingness to work and professional skills for the benefit of ABB.

Thank you for taking your time, and I look forward to hearing from you soon.

I highly believe that the power engineering and related to it technologies are expected to be the next issue in focus for the world. And the reasoning behind this is that controlling the power has already become too complex to be done manually. Now it requires automated solutions, bringing efficiency and dealing with overwhelming complexity. This is where power meets IT.



TASK
4

JIGSAW



As soon as I have learnt about this work you kindly offer, I felt glad to be finally able to get real experience in complex systems, to get on the edge of the field, to find applications for my ideas. I absolutely believe that the knowledge I gained during my studies at the university, as well as via self-education, online courses and my past working experience is enough to carry on with the problems I will face throughout my work at ABB. Also, I believe that my language skills will be of good use (I have been learning English for 13 years, since school, had some experience while being to the UK; what is more, I have been studying German for 2 years in school).

Sincerely,
Anna Michals

Dear Sir/Madam,

Anna Michals
apt. 201, 38, Freer Street, Huntington,
UK
anna_michals@yahoo.com



TASK
5

GRAMMAR PRACTICE

Put the verbs in the right tenses.

Date

Dear

I to express my interest in your customer service position. Having worked across customer service for several years I feel I a valuable asset to your team. I have a wealth of experience when it to first class service and resolving any queries or issues that might arise with customers.

I also have a consistent track record for meeting targets. During my time at EE I with all initial customer communications by phone, mail and face to face. My number one priority always the client, and I to resolve any issues they might have. Above all, I love working with people. I'm friendly, sales driven and enjoy great rapport with everyone I interact with. I feel I in with your vision, especially given your client-first approach and your favourable reputation within the industry. I my CV for you to review and the opportunity to meet with you to discuss my candidacy further.

Thank you for me for the customer service advisor position. I look forward to hearing back from you.

.....
Your name

.....
Contact phone number

