

Learning objectives in this lesson

Understanding how the information in a CV is structured and organized, recognizing and learning some common short forms and abbreviations, reading for specific information, and learning the meaning of words from a CV.

- 1 Ask students to work in pairs and discuss the questions, then take feedback from the whole class. This is a good opportunity to review use of the past tenses as students describe how they got their first job. You may want to follow up the discussion with a quick review of verbs in the past tenses (especially any irregular verbs) and deal with any problems.
- 2 Ask students to read the CV and decide which section provides which pieces of information. Students can check their answers in pairs before feeding back to the rest of the class.

Answers

- | | |
|-----------------------|----------------------|
| 1 PERSONAL OBJECTIVE | 5 REFERENCES |
| 2 QUALIFICATIONS | 6 SKILLS |
| 3 PERSONAL DETAILS | 7 INTERESTS |
| 4 PREVIOUS EMPLOYMENT | 8 CURRENT OCCUPATION |

Extension

Draw students' attention to the fact that these headings can vary. For example, *qualifications* could also be *education*, *personal details* could be *contact details*, and *previous employment* could be *work experience*. However, the general structure, content, and organization of the CV is fairly standard.

- 3 Ask students to find the short forms in the CV. They can then check their answers in pairs before feeding back to the rest of the class. During feedback point out that short forms / abbreviations appear in many types of business documents so it's helpful to be able to recognize them and use them where appropriate. You could also explain that in the UK you have qualifications like BSc (Bachelor of Science) and MA / MSc (Master of Arts / Science). Ask students what the equivalents would be in their country.

Answers

- | | | | | |
|--------|--------|------|-------|--------|
| 1 temp | 3 Sept | 5 MD | 7 Tel | 9 Rd |
| 2 Cert | 4 Dec | 6 BA | 8 St | 10 MBA |

- 4 Ask students to match the words to the definitions. They can then check their answers in pairs before feeding back to the rest of the class.

Answers

- | | | |
|------------|-------------|----------------------------|
| 1 busy | 3 volunteer | 5 duties, responsibilities |
| 2 creative | 4 essential | 6 exciting |

- 5 Ask students to work in pairs and decide how Elizabeth would answer the questions. Encourage them to make a note of their answers so that they can share their ideas with the class.

Possible answers

- 1 Malvern (*Malvern is a town in the county of Worcestershire in the United Kingdom.)
- 2 I'd like to be an essential part of a creative team which develops exciting marketing campaigns for the corporate world.
- 3 Yes, I work with a busy team of six people.
- 4 I was a secretarial temp with a London agency.
- 5 I was a volunteer worker with a local environmental organization in 2006.
- 6 I've done an Introductory Certificate in Business Management.
- 7 I have basic German.
- 8 I like playing netball and rock climbing. I also like adventure travel.
- 9 Nigel Habersham and Stella Taylor

Extra activity

Ask students to work in pairs. Student A is the interviewer and Student B is Elizabeth. They should ask and answer the questions in 5. They can then change roles and repeat.

- 6 Students can choose any words from the CV that would describe their own objectives or jobs. When they are ready, ask them to tell their partner about their objectives and current and previous jobs using the words.
- 7 Ask students to look at the text again and find three words that could be useful in their jobs. When they have chosen the words, ask students to compare their choices in pairs and encourage them to explain why the words will be useful. Make sure that students can pronounce these words and that they know how to use them correctly in a sentence.
- 8 Ask students to discuss the questions in pairs. Take feedback from the whole class.

Extension

If you have a strong group, ask students to write their own CV for homework. You might want to use the *Business Result Pre-intermediate Writing file* on CVs before you ask them to write their own.