JOB FAIR

Lead-in

1A **In pairs, discuss these questions.**

1 Why do people attend careers events?
2 What are employers looking for at a careers event?
3 Have you ever attended a careers event? What was your experience?

B **Work in pairs. Look at these tips on how to prepare for a careers event. Choose the three most important tips for you. Explain your choices to another pair.**

1 Look at the list of attending companies and target those that interest you most.
2 Update your CV and bring several copies.
3 Take a file to collect business cards and brochures.
4 Research your target employers and prepare a list of questions you want to ask.
5 Write an online profile.
6 Prepare a short, professional introduction (your experience, strengths, career interests and goals).
7 Dress professionally, as if you were going to an interview.
8 Arrive early, and plan extra time for locating your target employers.

Listening

2A 1.03 **Listen and complete the advice on networking at a careers event.**

1	Before the event	*Research, ...*
2	On the day of the event	*Dress professionally, ...*
3	After the event	*Email, ...*

B **In small groups, discuss what you think of the advice the recruiter gave.**

3A 1.04 **Ella and Jamie are attending a careers event. They both speak to Ben, a recruiter from a large specialised travel agency. Listen to the two conversations. Who was better prepared, Ella or Jamie?**

B **Listen again and answer the questions.**

1 How did Ella prepare for the careers event?
2 What relevant skills and qualifications can Ella offer the company?
3 What was the outcome of the conversation with Ben for Ella?
4 What relevant skills can Jamie offer the company?
5 How did Jamie prepare for the careers event?
6 What was the outcome of the conversation with Ben for Jamie?
7 How could Ella and Jamie have been better prepared?

C **Work in pairs and discuss the questions.**

1 How easy or difficult would it be for you to network at a careers event?
2 What could you do to prepare for this type of event?

LIVEWORKSHEETS

Functional language

Networking at a careers event

4A **Complete the questions and phrases from the two conversations in Exercise 3 with the words and phrases in the box. Then listen again to check your answers.**

ask you a few questions	been nice talking	could I just ask	for your time
how are you	in charge of	in touch with	really	see	tell me more	sounds

1 Can you put me _____ the person _____ your marketing projects?
2 Can you _____ about that?
3 I'd like to _____, if possible.
4 Good morning. _____ enjoying the fair?
5 It's _____ to you.
6 That _____ interesting.
7 I _____, wonderful.
8 Sorry, _____ you a few questions about Travelogue?
9 Thank you _____, Ben. I really appreciate it.
10 Oh, _____?

B **Put the phrases from Exercise 4A into the correct category in the table below.**

Starting a conversation	Showing interest	Closing a conversation

C **Here are more phrases that you might use during a conversation. Put them into the correct category in the table above.**

1 That's interesting.
2 Do you have a few minutes to explain ... ?
3 I really appreciate your time, thank you.
4 Could I give you a call next week to discuss this in more detail?
5 Uh-huh.
6 Right.
7 Can I talk to you for a minute?

Teacher's resources: extra activities

TASK



5A **Work in groups of three. Roleplay a meeting at a careers event between a recruiter for a web design company, Your World, and a candidate for a job. There are three candidate profiles: each person will take the roles of recruiter, candidate and observer once.**

Student A (recruiter): Read the information about Your World on page 126.

Student B (candidate): Choose one of the candidates on page 128 and read his/her online profile.

Student C (observer): Look at your instructions on page 130.

B **Take a few minutes to prepare, then roleplay your meetings. Remember to show interest and close the conversation when appropriate.**

C **When you have finished, listen to the observer's feedback. Discuss how easy or difficult it is to participate in a conversation with someone you have just met. Share your group's ideas with the class.**

LIVEWORKSHEETS

Student A (recruiter)

Your World

Sector:	Web design
Established:	2010
CEO:	Kofi Smith
Capacity:	8 designers
Location:	West London
Target markets:	fashion, creative industries and start-ups
Turnover:	£1.6m in 2017

Student B (candidate)

Profile 1:

A recent graduate of Nottingham Trent University, I'm a web designer specialising in the creative industries.

I design professional-looking, user-friendly websites using the latest software. My favourite programmes are Wordpress, Photoshop and Flash for animation.

When not in front of my computer, I'm behind a camera lens, photographing local bands.

Profile 2:

I'm a passionate graphic designer for web or print projects, specialising in the creative field. Tech-savvy, as well as proactive, reliable and enthusiastic. I love what I do and each project receives my full attention.

I graduated in 2017 from the Glasgow School of Design where I completed internships with local fashion houses, such as Lucie Lou's and Vintage Look.

Profile 3:

I was an IT consultant with a passion for fashion before I retrained to become a graphic designer. I have just completed an internship with Louis Vuitton in Paris and am now ready for a new and exciting challenge. Available immediately and looking forward to helping you make a successful contribution to the fashion world!

LIVEWORKSHEETS

Student C (observer)

Listen to the conversation and make notes on the language Students A and B use to start and end the conversation, and show interest. Give feedback on what went well, what didn't go well and how they can improve next time. Use the tables below to help you give feedback. You may need to correct the expressions Students A and B use.

Student A

Rating: 1= effective, 2 = needs some improvement, 3 = poor

	1	2	3	Expression(s)
Started the conversation:				
Showed interest in the other person:				
Closed the conversation:				

Student B

Rating: 1= effective, 2 = needs some improvement, 3 = poor

	1	2	3	Expression(s)
Started the conversation:				
Showed interest in the other person:				
Closed the conversation:				

LIVEWORKSHEETS

Elevator Pitch

1. What is an **elevator pitch**?
2. Why is an elevator pitch important?
3. When should you use an elevator pitch? Why?
4. What questions should your elevator pitch answer?
5. How long should an elevator pitch be?
6. What possible problems might you encounter while giving an elevator pitch?

Watch the video.

Read the article.

Do the exercises.

Prepare your elevator pitch.

LIVEWORKSHEETS