

Focus on Vocabulary



3. Complete the sentences with the words in the box. Listen and check.

Talents Skills Strengths Interests Weaknesses

- _____ are your best qualities.
- _____ are things that you aren't good at.
- _____ are abilities that you learn, e.g. cooking, driving.
- _____ are abilities that you are born with.
- _____ are things that you enjoy doing, e.g. reading, playing a musical instrument.

4. Make a list of your talents, skills, strengths, interests and weaknesses.

TALENTS	SKILLS	STRENGTHS	INTERESTS	WEAKNESSES

INFORMATIVE CHART

JOB OPPORTUNITY IN UK

International engineering company needs staff in four of its London offices:

- Information technology
- Business & Finance
- Engineering (Mechanical, electrical & industrial)
- Human Resources

QUALIFICATIONS: Degree/Diploma in related subject and two years' experience.

APPLY: Please send your C.V. to e56eng@hotmail.com

Listen



6. José and Kelly answered the job advertisement. Listen to their job interviews and write J for José and K for Kelly for each skill or ability below.

- a. Leadership.
- b. Honesty.
- c. Punctuality.
- d. Planning.
- e. Ability to learn fast.
- f. Knowledge (of the subject).
- g. Working in a team.
- h. Working under pressure.
- i. Reliability.
- j. Solving problems.



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Lesson 3

Focus on Language

8. Read. Make a list of the expressions José and Kelly used to say if they have a skill and ability or not.

José Gómez

I'm not very good at studying. In fact, I was so tired of studying after high school that I wanted to take a rest. Then, I started working here and there, but I never did any courses. Now, I can see that I'm able to do a lot of things even if I haven't done any technical courses.

I don't have a diploma, but I'm honest and I know how to work in teams, solve problems and find solutions. You can always be sure I will come to work every day. I won't arrive late or leave early and I'm able to learn really fast.

Kelly Sánchez

My strengths? Well, I know a lot about HR, I'm a great leader and I can work under pressure. I'm good at planning and organising events for employees and I'm very skilled at solving problems fast and efficiently.

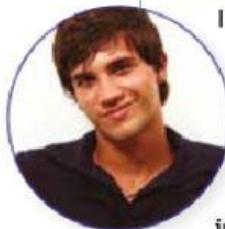
To tell you the truth, I'm not very good at working with computers.

Jose's Skills	Kelly's Skills

10. Read. Which careers should they do? Choose from the list below.

- journalist
- doctor
- secretary
- policeman
- nurse
- lawyer
- English teacher
- farmer
- engineer

Roberto



I think my strengths are that I can work well in a team, but I can also work well on my own. I'll have to think about these strengths when I choose a career. I can't see myself in an office all day long, doing lots of paperwork. I enjoy helping people so I want a career where I can have lots of contact with people and can make a difference.

Maria



I'm sure my strengths will help me to decide what to study at university. I'm good at Maths, I'm quite creative and I also like making decisions. I think that my English is also very good. I can use that strength for my career because you need English in business to talk to people in meetings or even send letters and emails. My weak subjects at school are subjects like Science so I wouldn't want to study anything like Chemistry.

11. Complete the sentences with *Roberto* or *Maria*.

- a. M isn't good at Science.
- b. M likes working with people.
- c. M doesn't want to work in an office.
- d. R is creative.
- e. R might need to use English.
- f. R can work well without other people.

13. Think of a career. Complete the career plan checklist below.

Career Plan Checklist

Choose one career. What are the basic skills?	Career:	
Are there skills you would like to improve?	Yes	No
Do you think you will do this career in the future? Why? / Why not?	Yes	No
Are there many job opportunities in this career where you live?	Yes	No
Are there enough job opportunities in this career where you live?	Yes	No
Would you move to a different city or country to do this job?	Yes	No
Would you like more information about this career?	Yes	No