

Ex. Match the highlighted words or phrases with definitions a-j.



THINKING ABOUT CAREERS: A CHECKLIST

We all need to get a job at some point. It helps if you know what you're good at and what you're looking for. Here are some questions to get you thinking.

- 1 Which school subjects are you best at? Are they the same as the subjects you enjoy the most?
- 2 Where do you see yourself ten years from now?
- 3 Do you have any **work experience** (including voluntary work) that you could put on your **CV**?
- 4 Would you like to work **abroad** in the future?
- 5 What are your **strengths**?
- 6 Which of these **personal qualities** describe you?
adventurous confident hard-working **reliable**
- 7 Do you think you have **good communication skills**?
- 8 Would you like to work full-time or part-time?
What are your ideal **working hours**?
- 9 Do you think you work better with **colleagues** or alone? Why?
- 10 Do you think of yourself as a good **leader**? Why (not)?

- a the number of hours per week you work and the time / days
- b a job or jobs you have done before
- c characteristics
- d someone who can influence and manage others
- e things you are good at
- f people you work with
- g the ability to talk to people clearly
- h in a different country
- i a short biography including your qualifications and experience
- j people can trust you to do what you say

